

Oregon Board of Physical Therapy
2020 Report to the Governor and Legislative Assembly
Preface

Pursuant to ORS 182.472; the following is a copy of the Oregon Board of Physical Therapy 2020 Biennial Report to the Governor and Legislative Assembly.

The report is due to the Governors office on April 1st of even numbered years. This report covers the biennium timeframe of July 01, 2017 through June 30, 2019.

Copies of this report have been sent to the Governor, the President of the Senate, the Speaker of the House of Representatives and the Legislative Fiscal Office. The Legislative Fiscal Office shall review the report and shall prepare and submit a statement of findings and conclusion to the Joint Legislative Audit Committee and the Joint Committee on Ways and Means.

ORS 182.472

2020 Report to the Governor & Legislative Assembly

Oregon Board of Physical Therapy



Prepared By:
Michelle Sigmund-Gaines, Executive Director

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**OREGON BOARD OF PHYSICAL THERAPY
2020 REPORT TO THE GOVERNOR
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Section 1

Copy of Financial Review



Oregon Physical Therapist Licensing Board

2017-2019 Financial Review

#PTLB-1908



Issued by: Pamela J. Stroebel Powers, CPA, MBA, CIA, CRMA, CPM
Powers CPA, LLC

Date: March 24, 2020

To: Michelle Sigmund-Gaines, Executive Director & PTLB Board Members

Re: Independent Accountant's Report #PTLB-1908 for the 2017-2019 Financial Review

Executive Summary

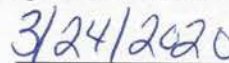
This report summarizes the results of work performed to evaluate internal controls within the Oregon Physical Therapist Licensing Board's (PTLB) financial processes. Procedures were agreed to between Powers CPA, LLC and the Executive Director in Contract #1908 executed on September 13, 2019 and were approved by the Audits Division of the Oregon Secretary of State. This Financial Review was conducted in accordance with the Institute of Internal Auditors' (IIA) International Professional Practices Framework and the Committee of Sponsoring Organizations (COSO) Internal Control – Integrated Framework to conclude on PTLB's financial operations in each of the areas listed below:

- 1. Control Environment:** Generally, it appears PTLB has established internal controls within its financial processes, and segregation of duties appear to be applied.
- 2. Risk Assessment:** Overall, it appears the Board is generally engaged in risk management practices and regularly requests, receives, and reviews information from staff and management to verify PTLB is meeting its objectives.
- 3. Control Activities:** Overall, revenue and expense transactions tested appear supported, approved, and made to further the business of the State; although a few immaterial coding errors were noted. Detailed lists of all revenue and expense transactions and a sample of licensing transactions were verified against the Profit & Loss Statement. Actual revenues were 2% higher than budgeted, and actual expenses were 5% higher; generally satisfactory explanations for significant variances are provided in Attachment A. The checking account appears to be regularly reconciled, and the reconciled amount was confirmed with PTLB's financial institution. PTLB reported a net loss of \$37,792.33 for the 2017-19 biennium, however, had sufficient cash to cover the shortfall, and ended the biennium with a total financial institution account balance equal to approximately 19-20 months of actual expenses.
- 4. Information and Communications:** Generally, it appears PTLB has procedures in place for the collection and dissemination of information with its key stakeholders. Board meeting minutes appear to present a detailed summary of what was discussed and decided, and newsletters appear consistent and relevant to provide information on operations and current topics to stakeholders.
- 5. Monitoring Activities:** Overall, it appears PTLB has monitoring procedures in place. It appears the Executive Director regularly reviews and approves financial transactions and the Board Chair reviews financial institution reconciliations monthly. Additionally, evidence exists in Board meeting materials to support a regular review of financial information and statistics pertaining to licensing and renewals.

A draft of this report was discussed with the Licensing Coordinator on January 13, 2020, and shared with the Executive Director, who both generally agree with the results included. A full response from management, including planned corrective action, is attached. This Review was conducted by Nathan Foos, MBA/JD, Staff Auditor, under my supervision. We appreciated the cooperation of the Executive Director and Licensing Coordinator in providing information to assist with the completion of this Review.



Pamela J. Stroebel Powers, CPA, MBA, CIA, CRMA, CPM
Owner/Managing Member - Powers CPA, LLC



Date

Copy: Secretary of State, Division of Audits; PTLB Licensing Coordinator

Background

The Physical Therapist Licensing Board (PTLB), which was renamed the Oregon Board of Physical Therapy effective January 1, 2020, is a semi-independent agency of the State of Oregon that operates under Chapters 688, 676, 240, and 182.454-472 of the Oregon Revised Statutes (ORS). The PTLB was created by the Oregon Legislature in 1971 to regulate the practice of physical therapy in Oregon. Its primary purpose is the protection of the public, which it achieves by establishing and regulating professional standards of practice which ensure physical therapists and physical therapist assistants are properly educated, hold valid and current licenses, practice within their scope of practice, and continue to receive ongoing training throughout their careers. Physical therapy practice is governed by State statutes and rules that define the scope of practice. The Board issues licenses, promulgates rules, monitors continuing competency, investigates complaints, issues civil penalties for violations, and may revoke, suspend, or impose probation on a licensee or place limits on a licensee's practice. There were 5,159 current physical therapist licensees and 1,343 current physical therapist assistant licensees as of June 28, 2019, for a total of 6,502 licensees and the end of the biennium under review. The Agency operates solely on revenue generated from its own program and receives no State funding.

The Board is composed of eight members: five physical therapists, one physical therapist assistant, and two public members, appointed by the Governor and confirmed by the Senate to four-year terms. There were no Board member vacancies at the end of the 2017-19 biennium. In addition to the Board, the Agency currently operates with a regular staff of three and additionally one part-time, temporary position that is utilized when workloads are high, and is headquartered in Portland, Oregon. The current Executive Director has been with the Agency since the beginning of 2018, the Licensing Coordinator since 2011, and the Investigator since 2002. The prior Executive Director was with PTLB for fifteen years, retiring as of December 31, 2017 but remaining part-time through the end of Fiscal Year 2018 to assist the Agency with its transition to the new Executive Director as the new Director continued part-time in support of her prior Agency.

Results of the Financial Review

This Financial Review was conducted in accordance with the Committee of Sponsoring Organizations (COSO) Internal Control – Integrated Framework to conclude specifically on PTLB's financial operations in each of the following areas: Control Environment, Risk Assessment, Control Activities, Information and Communications, and Monitoring Activities. Generally, it appears PTLB has controls established within its financial, accounting, and licensing processes. A summary of procedures performed and results for each of the five internal control components are described below, along with identified opportunities for improvement; although no significant issues were identified requiring formal recommendations and there were no prior findings and recommendations to follow up on in this Review. Other minor leading practices PTLB may wish to consider to improve the efficiency and effectiveness of its financial-related processes and procedures were discussed with the Executive Director.

1. Control Environment

The COSO Internal Control – Integrated Framework describes the control environment as “the set of standards, processes, and structures that provide the basis for carrying out internal controls across the organization.” A strong control environment is characterized by the quality of its ethics, Board governance, operating structure, and accountability for performance.

Generally, it appears PTLB has established internal controls within its financial processes and segregation of duties appear to be applied. It does not appear the Board has adopted a specific Bylaws document,

however, PTLB does have a document outlining Board member roles and responsibilities and it was noted the Agency's Oregon Administrative Rules (OARs) specify the Board is to follow the Attorney General's Model Rules of Procedure in its rulemaking activities. Management described community planning sessions held by the Board as it works towards developing a strategic plan; a review of minutes from the 2018 strategic planning kickoff session confirms the Board discussed the Agency's mission, educational and professional trends, and other opportunities and goals. A review of Board minutes indicates the Board reviews the Executive Director's report, which describes the Agency's overall financial performance and operating statistics regularly at Board meetings. The Executive Director's reports are available upon request, however PTLB should ensure this is clearly stated in both the minutes and on the Agency's website. Staff position descriptions appear consistent with the roles and responsibilities described by staff members, and appear to have been updated and signed during the biennium (although it was noted the Executive Director's position description was only signed by the Executive Director, and was missing a supervisor or Board member signature which was obtained after the audit work was completed, in the current biennium; it should also be noted an offer letter was provided which had originally been attached to the position description upon the Executive Director's hire and had been signed by both significant parties at that time). Staff and management described procedures for regular performance evaluations.

2. Risk Assessment

The COSO Internal Control – Integrated Framework describes risk assessment as “the basis for determining how risks will be managed,” and begins with establishing business objectives and evaluating those objectives in the context of the organization's internal and external environment.

Overall, it appears the Board is generally engaged in risk management practices. When interviewed, the Executive Director and Licensing Coordinator described engaging with the Board extensively during the budgeting process. Staff and management further stated the Board periodically requests various performance statistics, regularly reviews financial information, and receives and discusses statistics pertaining to licensing and renewals to monitor whether PTLB is meeting its objectives, which was confirmed by reviewing a sample of Board meeting minutes and an example of the Executive Director's report to the Board, as previously mentioned under the Control Environment section of this report.

3. Control Activities

The COSO Internal Control – Integrated Framework describes control activities as “the actions established through policies and procedures that help ensure that management's directives to mitigate risks to the achievement of objectives are carried out.” Control activities include authorizations and approvals, verifications, and reconciliations. Strong control activities will also implement segregation of duties, when feasible to do so.

Overall, it appears PTLB has implemented controls within its key financial operations and revenue and expense transactions tested appeared supported, approved, and reasonable to further the business of the State. Additionally, financial accounts appeared to be regularly reconciled and reviewed. Further results and analytical procedures performed to assess the sustainability of PTLB's operations are provided below:

Revenue and Expense Verification: A detailed listing of revenue and expense transactions was verified against the Profit and Loss statement dated June 30, 2019, and checks used during the biennium were reviewed to ensure there were no unexplained gaps in the sequence; no unexplained gaps were noted. Overall, revenue and expense transactions tested appeared to be supported, approved, and made to further the business of the State.

However, some transactions appeared to have been miscoded in the accounting software, although the total amount is immaterial:

- Several payments for the same purpose were coded inconsistently: one rent payment of \$69.60 from the Occupational Therapy Licensing Board (OTLB) reimbursing PTLB for shared office space was coded as positive Miscellaneous Income; another payment of \$139.20 was coded as positive Photocopy Charges income; and three payments totaling \$208.80 were coded as negative Rent and Occupancy expenses. It appears the other OTLB rent payments are coded as negative Rent expenses. These payments should likely be consistently categorized as negative Rent expenses since they represent an offset to the Agency's rent expense. Staff explained OTLB rent payments were typically recorded as a negative Rent expense because the revenue directly offsets it.
- One HEM payment of \$52.50 is coded as positive Photocopy Charges income. This appears to be an error and the payment should be recategorized as a HEM payment.

During the biennium under review, the process was for the Licensing Coordinator to enter deposits into the system, however the accounting codes were limited in the previous system therefore the Executive Director would create journal entries to move payments to the appropriate codes. For the transactions described above, it is possible that the new Executive Director didn't catch the coding errors due to unfamiliarity with the accounting structure. Based on the accounting principle of accuracy, financial transactions should be coded correctly and consistently to ensure financial statement accuracy and transparency. If financial transactions are miscoded such that the financial statements do not accurately reflect the agency's actual operations, it may be more difficult for the Board and management to adequately monitor the agency's performance and make informed operating decisions. However, these immaterial amounts will not likely have a significant impact on the biennium's financial statements, and in-turn, decision making by the Board. The Board has subsequently implemented a new system that now has the full accounting structure available so the need for general journal entries to move regular transactions should be minimized. Additionally, the new Executive Director has had some time processing these transactions and has learned more about the organization. However, management should ensure appropriate review procedures remain in place to minimize the occurrence of mis-coded transactions in the future.

Additionally, some tested transactions drew attention requiring further explanation. Two payments were noted totaling \$13,396.00 from the Oregon Mortuary and Cemetery Board (OMCB) reimbursing PTLB for shared Executive Director services, which were coded as negative Other Services expenses. Staff explained the choice of coding is because the Board has historically used negative expenses, or contra accounts, when revenue directly offsets an expense. The revenue was used to offset the additional costs of continuing to use the prior Executive Director's services after the new Director was hired, see as explained further in the Background section of the report. These expenses were not included in the budget. The agreement for the Executive Director to provide services to the previous Agency has ended so these transactions will not continue into the next biennium.

Licensing Verification: A selection of licensee and applicant files was taken from sampled revenue transactions, and a random sample of licensing database payments were verified against amounts entered into PTLB's accounting software. Generally, licensing applications and renewals tested were supported, approved, and appeared to meet the requisite licensing and renewal criteria and fee schedules. In addition to reviewing a selection of licensee and applicant files, financial records relating to those files were sampled as part of revenue transaction testing and appeared to be appropriately classified and recorded.

Financial Institution Account Balances and Reconciliations: Based on a review of financial institution reconciliations for the biennium, the checking account generally appears to be regularly reconciled. PTLB reported a checking account balance of \$1,013,410.71 for the biennium ending June 30, 2019, which is \$4.64 higher than the reconciled balance of \$1,013,406.07 which was confirmed with PTLB's financial institution as of June 30, 2019 and appears accurate. The immaterial \$4.64 difference appears to have been

a reimbursement check that was ultimately voided and reissued after the original reconciliation was prepared, after the close of the biennium under review. Thus, the balance sheet amount appears accurate.

Budget-to-Actual Comparison: For the biennium ending June 30, 2019, PTLB reported revenues of \$1,203,758.60, which is \$20,758.60 (2%) more than the budgeted \$1,183,000, and expenses of \$1,241,550.93, which is \$58,550.93 (5%) more than the budgeted \$1,183,000. Significant budget variances (over \$10,000) were reviewed with the Executive Director and generally satisfactory explanations for are provided in Attachment A.

Financial Performance and Sustainability: For the 2017-19 biennium, PTLB originally planned for a balanced budget but ultimately operated with a net loss of \$37,792.33; however, the Agency had sufficient cash in its checking account to cover the shortfall. As of the end of the biennium, PTLB had enough cash in its checking account to cover approximately 19-20 months of average actual and 20-21 months of average projected expenses. Staff explained the Agency expects to continue operating at a deficit for the next two biennia, which will reduce the large balance over the next several years.

Payroll represents approximately 75% of PTLB's biennial expenses, which is equivalent to approximately 77% of PTLB's biennial revenue. Payroll, which appears to be a large percentage of PTLB's overall budget, can act as a fixed expense for a smaller agency with limited flexibility in staffing needs. PTLB's total expenses for the biennium were approximately 103% of its revenue.

4. Information and Communications

The COSO Internal Control – Integrated Framework describes communication as “the continual, iterative process of providing, sharing, and obtaining necessary information,” and information as “necessary for the entity to carry out internal control responsibilities to support the achievement of its objectives.” Strong information and communications systems should be effective and adequate to meet the organization's objectives.

Generally, it appears PTLB has implemented procedures for the collection and dissemination of information, both inside and outside the organization. Regarding external communications, staff explained the Agency is moving away from the use of formal newsletters however the Board is continuing to email stakeholders about significant events. Additionally, staff described procedures for posting important information, including notices related to rulemaking or other significant activities, on the Agency's website. The Agency has released newsletters in the past, and an example of such a newsletter was reviewed and appears to contain information relevant to PTLB's objectives. Staff also described posting information related to the Agency's budget including narrative explanations for changes compared to the prior biennium, an example of which was reviewed and appears to contain the type of information described by staff.

Regarding internal communications, staff described procedures in which they interact for most financial and licensing processes. In addition, minutes of each Board meeting appear to be documented; however, the Board may want to consider including greater detail in the minutes as to the Executive Director's reports to document the Board's adequate review and discussion of reported information, as previously mentioned under the Control Environment section of this report. Board meeting minutes also appear to be available on the Agency's public website.

5. Monitoring Activities

The COSO Internal Control – Integrated Framework describes monitoring activities as ongoing and separate evaluations to determine whether controls are present and functioning. Strong monitoring activities

should adequately report on day-to-day performance to allow management to determine whether controls are functioning as intended and whether the organization is progressing toward its goals.

Overall, it appears PTLB has monitoring procedures in place. Staff described procedures for the Executive Director to review and approve financial transactions before payment is made, and for the Executive Director and Board Chair to generally review deposits and expenses when reconciling the checking account statement each month. Based on the sample of transactions tested, it appears financial transactions are typically reviewed and approved accordingly and the Board Chair is reviewing checking account reconciliations as prepared by the Executive Director to help ensure appropriate completion.

In addition to monitoring financial controls, staff described procedures by which the Board receives and discusses financial and licensing information at each of its meetings, and these procedures were confirmed by reviewing a selection of Board meeting minutes to verify the Board discussed the Executive Director's report, as previously mentioned under the Control Environment and Information and Communications sections of this report. The Board has also created a self-assessment form to document monitoring the Board's and the Executive Director's performance.

Objectives, Scope and Methodology

This engagement was performed to evaluate internal controls within PTLB's financial processes and operations for each of the five internal control components. This Review specifically sought to determine whether:

- Internal controls exist and are being followed within the Agency's financial operations and licensing procedures;
- Risk management activities are conducted and high-level risks to meeting financial reporting objectives are identified;
- Budgeting and financial reporting processes exist, and budget variances can be satisfactorily explained;
- Methods of communication with internal and external stakeholders have been developed to meet the Agency's objectives; and
- Monitoring and reporting procedures over the Agency's day-to-day operations exist.

To complete the review, the following procedures were performed:

- Policies were reviewed, staff members were interviewed, and processes were observed to gain an understanding of existing financial procedures and controls;
- Annual budget-to-actual statements were examined, and explanations for significant variances were obtained;
- The biennial Profit and Loss (P&L - Income Statement) was verified against a detailed transaction listing to ensure reported revenue and expenditure activities are generally complete;
- The biennial P&L was verified against licensing database reports to ensure reported licensing fees are generally accurate and consistent across systems;
- Revenue, expenditure, and licensing transactions were reviewed for accuracy, completeness, and adherence to documented policies and procedures;
- Financial institution account reconciliations were reviewed for accuracy, completeness and consistency, and account balances were confirmed to verify the accuracy of reported totals;
- Analytical procedures were applied to identify financial trends and assess overall financial sustainability and reasonableness; and

- Board minutes and external communications were reviewed, and staff members interviewed to assess the relevancy and sufficiency of information and communication procedures and monitoring activities.

ORS 182.464 requires PTLB to undergo a Financial Review according to schedules agreed to with the Secretary of State's Division of Audits. The procedures, as described above and which were agreed to by PTLB and the Secretary of State, were performed for the two years ending June 30, 2019. This work was conducted by Nathan Foos, MBA/JD, Staff Auditor, under the supervision of Pamela J. Stroebel Powers, Owner – Powers CPA, LLC. Fieldwork was conducted in November and December 2019 following the Institute of Internal Auditors' (IIA) International Professional Practices Framework, 2017 edition and in alignment with the Committee of Sponsoring Organizations (COSO) Internal Control – Integrated Framework, as updated in May 2013. The COSO Internal Control – Integrated Framework was designed to help organizations develop and maintain systems of internal control to increase the likelihood of achieving key objectives and adapting to changes in the organization's environment. The results of this work are to assist PTLB management, Board members, the Secretary of State, the Legislative Fiscal Office, and the Governor's Office in evaluating PTLB's financial operations, and should not be used for any other purpose. The procedures performed do not constitute an audit or review made in accordance with standards of the American Institute of Certified Public Accountants and, consequently, no such assurance is expressed.

Physical Therapist Licensing Board
Budget to Actual Variance Analysis for the Biennium Ending June 30, 2019

Account	Actual	Budget	Amount Over (Under) Budget	Variance from Budget	Explanation Provided by Executive Director and Licensing Coordinator
REVENUES:					Increase
4200 · Physical Therapist Assistants	\$ 1,203,758.60	\$ 1,183,000.00	\$ 20,758.60	2%	Increase: higher percentage of renewals now that renewal period is every two years.
	\$ 186,955.00	\$ 167,400.00	\$ 19,555.00	12%	
EXPENSES:					Increase
5100 · Payroll Costs	\$ 1,241,550.93	\$ 1,183,000.00	\$ 58,550.93	5%	Increase: payroll costs were higher than initially budgeted due to a variety of factors; a staffing change that did not occur, a historic misclassification of the Executive Director's position, and lump sum payment to prior Director to remedy the error. Additionally, the prior and current Executive Directors overlapped for a couple of months during the transition.
	\$ 926,546.04	\$ 781,480.00	\$ 145,066.04	19%	
6100 · General Office Expenses	\$ 25,376.53	\$ 40,530.00	\$ (15,153.47)	-37%	Decrease: timing of payments for insurance (3,200) and banking fees (6,400) not billed during the BI; bank fees also lower than budgeted due to delay in IT system implementation and related increase in use of credit card payments. Finally, printing/copying was significantly under budget (6,400) due to shift from paper to electronic newsletters, and delay in printing of updated license stock and related materials.
6190 · Dues and Subscriptions	\$ 6,470.00	\$ 18,080.00	\$ (11,610.00)	-64%	Decrease: budget increased from \$6,000 to \$18,080 in anticipation of National Physical Therapy Compact charging individual states \$6,000/year for membership; these fees did not materialize during the biennium.
6400 · Contracted Services	\$ 161,145.82	\$ 185,670.00	\$ (24,524.18)	-13%	Decrease: timing of payments off due to changing to new IT vendor; new contract had not yet been completed.
6800 · Computers & Accessories	\$ 6,471.39	\$ 26,400.00	\$ (19,928.61)	-75%	Decrease: related to timing of replacing servers under IT contract; have not replaced servers yet but will likely need to in future.

* Budgeted amounts from Budget to Actual Report (see Attachment C). Expenses are from Board approved budget in OAR effective 7/1/17.

**Oregon Board of Physical Therapy
Unaudited Balance Sheet
As of June 30, 2019**

	<u>Jun 30, 19</u>	<u>Jun 30, 18</u>
ASSETS		
Current Assets		
Checking/Savings		
1010 · Bank Checking Account	1,013,410.71	1,425,109.61
Total Checking/Savings	<u>1,013,410.71</u>	<u>1,425,109.61</u>
Total Current Assets	1,013,410.71	1,425,109.61
Fixed Assets		
1600 · Office Furniture & Equipment	1,334.71	0.00
Total Fixed Assets	<u>1,334.71</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>1,014,745.42</u></u>	<u><u>1,425,109.61</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	-2.00	-2.00
Total Accounts Payable	<u>-2.00</u>	<u>-2.00</u>
Other Current Liabilities		
2005 · Accrued Expenses	13,313.87	0.00
2400 · Accrued Leave	40,362.00	32,100.44
Total Other Current Liabilities	<u>53,675.87</u>	<u>32,100.44</u>
Total Current Liabilities	<u>53,673.87</u>	<u>32,098.44</u>
Total Liabilities	53,673.87	32,098.44
Equity		
3900 · Retained Equity	1,393,011.17	998,863.88
Net Income	<u>-431,939.62</u>	<u>394,147.29</u>
Total Equity	<u>961,071.55</u>	<u>1,393,011.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,014,745.42</u></u>	<u><u>1,425,109.61</u></u>

Oregon Board of Physical Therapy
Unaudited Profit & Loss Budget vs. Actual
July 2017 through June 2019

	Jul '17 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income				
4100 · Physical Therapists	973,058.00	972,200.00	858.00	100.09%
4200 · Physical Therapist Assistants	186,955.00	167,400.00	19,555.00	111.68%
4300 · PT & PTA Combined	11,025.00	17,160.00	-6,135.00	64.25%
4400 · PT/PTA License Verification Fee	29,700.00	26,240.00	3,460.00	113.19%
4500 · Miscellaneous Income	3,020.60	0.00	3,020.60	100.0%
4900 · Bank Interest Income	0.00	0.00	0.00	0.0%
Total 4000 · Income	<u>1,203,758.60</u>	<u>1,183,000.00</u>	<u>20,758.60</u>	<u>101.76%</u>
Total Income	<u>1,203,758.60</u>	<u>1,183,000.00</u>	<u>20,758.60</u>	<u>101.76%</u>
Gross Profit	<u>1,203,758.60</u>	<u>1,183,000.00</u>	<u>20,758.60</u>	<u>101.76%</u>
Expense				
5100 · Payroll Costs	926,546.04	781,480.00	145,066.04	118.56%
5155 · 457P - Withholding	0.00	0.00	0.00	0.0%
5600 · Travel Costs	18,555.88	21,400.00	-2,844.12	86.71%
6100 · General Office Expenses	25,376.53	40,530.00	-15,153.47	62.61%
6190 · Dues and Subscriptions	6,470.00	18,080.00	-11,610.00	35.79%
6195 · Depreciation	0.00	0.00	0.00	0.0%
6200 · Postage	5,266.07	7,800.00	-2,533.93	67.51%
6300 · Publications	24.00	640.00	-616.00	3.75%
6400 · Contracted Services	161,145.82	185,670.00	-24,524.18	86.79%
6500 · Rent and Occupancy	36,007.20	40,800.00	-4,792.80	88.25%
6600 · Background Checks	55,688.00	60,000.00	-4,312.00	92.81%
6650 · Investigation Expenses	0.00	200.00	-200.00	0.0%
6700 · Equipment Rentals	0.00	0.00	0.00	0.0%
6800 · Computers & Accessories	6,471.39	26,400.00	-19,928.61	24.51%
6900 · Suspend	0.00	0.00	0.00	0.0%
6999 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	<u>1,241,550.93</u>	<u>1,183,000.00</u>	<u>58,550.93</u>	<u>104.95%</u>
Net Ordinary Income	<u>-37,792.33</u>	<u>0.00</u>	<u>-37,792.33</u>	<u>100.0%</u>
Other Income/Expense				
Other Expense				
7000 · Capital Outlay	0.00	0.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>-37,792.33</u></u>	<u><u>0.00</u></u>	<u><u>-37,792.33</u></u>	<u><u>100.0%</u></u>



Oregon

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Response to 2017-2019 Biennium Financial Review

The Board's 2017/2019 Financial Review engagement was completed in March 2020. The Board finds the report to be a fair and accurate assessment of Board function, processes and duties, and we greatly appreciate the diligence and attention to detail reflected in the final report, as well as the included recommendations to further improve practices. There were no material findings noted in the report.

With regard to the recommendations for opportunities to improve practices, the Board will:

- Consolidate existing materials into a singular bylaws and Board practices document.
- Provide greater detail in meeting minutes describing the content of the Executive Director's reports, or at a minimum ensure that the ability to request all public board meeting materials is clearly documented in all individual minutes and on the board website.
- Ensure all party signatures are documented on position descriptions in employee files.
- Verify that new systems and procedures implemented have properly resolved the manual miscoding of miscellaneous revenue journal entries.

Respectfully,

Michelle Sigmund-Gaines
Executive Director

3-24-20

Date

Section 2

Biennium Budget Comparisons

Oregon Board of Physical Therapy Summary Balance Sheet

As of June 30, 2019

	<u>Jun 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	1,013,410.71
Total Current Assets	1,013,410.71
Fixed Assets	1,334.71
TOTAL ASSETS	<u>1,014,745.42</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-2.00
Other Current Liabilities	53,675.87
Total Current Liabilities	53,673.87
Total Liabilities	53,673.87
Equity	961,071.55
TOTAL LIABILITIES & EQUITY	<u>1,014,745.42</u>

Oregon Board of Physical Therapy Forecasted Balance Sheet for 19-21 BI

Projected June 30, 2021

	<u>Jun 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	576,528.12
Total Current Assets	<u>576,528.12</u>
Fixed Assets	1,334.71
TOTAL ASSETS	<u><u>577,862.83</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	40,362.00
Total Current Liabilities	<u>40,362.00</u>
Total Liabilities	40,362.00
Equity	537,500.83
TOTAL LIABILITIES & EQUITY	<u><u>577,862.83</u></u>

Oregon Board of Physical Therapy
 Adopted Budget
 2017-2019

Jul '17 - Jun 19

Ordinary Income/Expense

Income

4000 · Income

4100 · Physical Therapists

4110 · PT Exam Applications	80,000.00
4115 · PT NPTE Early Release	0.00
4120 · PT Endorsement Applications	188,000.00
4125 · PT Temporary Permits	4,200.00
4130 · PT Renewals	684,400.00
4140 · PT Delinquent Renewals	2,400.00
4150 · PT Duplicate Licenses	1,200.00
4155 · PT Direct Access New/Renewals	0.00
4160 · PT Wall Certificate	0.00
4170 · PT Civil Penalties	6,000.00
4175 · PT Assessments	0.00
4180 · PT List Sales	0.00
4185 · PT Label Sales	0.00
4190 · PT NSF Check Fee	0.00
4195 · PT Other	6,000.00

Total 4100 · Physical Therapists	972,200.00
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4200 · Physical Therapist Assistants

4210 · PTA Exam Applications	24,000.00
4215 · PTA NPTE Early Release	0.00
4220 · PTA Endorse Applications	25,800.00
4225 · PTA Temporary Permits	1,400.00
4230 · PTA Renewals	111,700.00
4240 · PTA Delinquent Renewals	600.00
4250 · PTA Duplicate Licenses	600.00
4260 · PTA Wall Certificate	0.00
4270 · PTA Civil Penalties	1,800.00
4275 · PTA Assessments	0.00
4280 · PTA List Sales	0.00
4285 · PTA Label Sales	0.00
4290 · PTA NSF Check Fee	0.00
4295 · PTA Other	1,500.00

Total 4200 · Physical Therapist Assistants	167,400.00
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4300 · PT & PTA Combined

4310 · PT & PTA Lists	0.00
4320 · PT & PTA Labels	0.00
4330 · PTand/or PTA Mailing Diskette	17,160.00
4340 · PTand/or PTA Other	0.00
4300 · PT & PTA Combined - Other	0.00

Oregon Board of Physical Therapy
 Adopted Budget
 2017-2019

	Jul '17 - Jun 19
Total 4300 · PT & PTA Combined	17,160.00
4400 · PT/PTA License Verification Fee	26,240.00
4500 · Miscellaneous Income	
4510 · Photocopy Charges	0.00
4520 · Labor	0.00
4500 · Miscellaneous Income - Other	0.00
Total 4500 · Miscellaneous Income	0.00
4900 · Bank Interest Income	0.00
Total 4000 · Income	1,183,000.00
Total Income	1,183,000.00
Gross Profit	1,183,000.00
Expense	
5100 · Payroll Costs	
5132 · FICA (SS + Medicare)	36,464.00
5133 · FICA Administrative Fee	30.00
5134 · Unemployment Taxes	0.00
5110 · Gross Salaries	476,697.00
5130 · Payroll Taxes	0.00
5135 · Unemployment Benefits	0.00
5136 · Mass Transit Tax	3,498.00
5140 · Employee Benefits	
5141 · PERS ER Paid EE Cont	25,811.00
5142 · PERS ER Admin Contribution	76,744.00
5143 · Obligation Bond Debt Repayment	25,811.00
5144 · Workers Compensation	360.00
5146 · PEBB Medical/Dental Insurance	
5146-1 · PEBB Insurance	0.00
5146-2 · PEBB Insurance Refund	0.00
5146 · PEBB Medical/Dental Insurance - Other	115,265.00
Total 5146 · PEBB Medical/Dental Insurance	115,265.00
5140 · Employee Benefits - Other	200.00
Total 5140 · Employee Benefits	244,191.00
5150 · Employee Training	4,800.00
5160 · Temporary Employees	0.00
5190 · Board Stipends	13,200.00
5199 · Other Payroll Expenses	2,600.00
Total 5100 · Payroll Costs	781,480.00
5155 · 457P - Withholding	0.00
5600 · Travel Costs	
5610 · Instate Travel	
5612 · Lodging	4,000.00
5614 · Airfare/Mileage	8,200.00

Oregon Board of Physical Therapy
 Adopted Budget
 2017-2019

	Jul '17 - Jun 19
5616 · Meals	2,000.00
5618 · OtherTravel Costs	0.00
Total 5610 · Instate Travel	14,200.00
5620 · Out of State Travel	
5622 · Lodging	2,400.00
5624 · Airfare/Mileage	3,600.00
5626 · Meals	1,200.00
5628 · Other Travel Costs	0.00
Total 5620 · Out of State Travel	7,200.00
Total 5600 · Travel Costs	21,400.00
6100 · General Office Expenses	
6110 · Copier	1,000.00
6120 · Printing/Copying	7,200.00
6130 · Fax/Conf Room Phone	0.00
6140 · Office Supplies	3,900.00
6145 · Other	1,000.00
6150 · Board Meeting Expenses	1,500.00
6155 · Parking Validation Stickers	2,000.00
6160 · Dues	0.00
6170 · Business Insurance	0.00
6180 · Telecommunications	9,600.00
6185 · Bank Charges/Fees	8,000.00
6186 · Liability Insurance (Risk Mgmt)	6,330.00
Total 6100 · General Office Expenses	40,530.00
6190 · Dues and Subscriptions	18,080.00
6195 · Depreciation	0.00
6200 · Postage	
6210 · Mail/Mail Room Charges	6,000.00
6220 · Newsletters	0.00
6230 · Stamps/USPSMailings	1,800.00
6240 · Other	0.00
Total 6200 · Postage	7,800.00
6300 · Publications	
6310 · Newsletters	0.00
6320 · Pamphlets	0.00
6330 · Other	640.00
6300 · Publications - Other	0.00
Total 6300 · Publications	640.00
6400 · Contracted Services	
6405 · Merchant Account Fees	21,200.00
6410 · Investigators	3,000.00
6420 · Computer Support	48,000.00

Oregon Board of Physical Therapy
 Adopted Budget
 2017-2019

	Jul '17 - Jun 19
6430 · Attorney General-Legal Counsel	70,000.00
6440 · Audit Charges	10,000.00
6450 · Accountant / CPA	1,000.00
6460 · Payroll Service Charges	4,000.00
6470 · Payroll Expenses	0.00
6490 · DAS Charges (Miscellaneous)	3,470.00
6495 · EmplDept/HearingOfficerPanel	5,000.00
6498 · Health Division Charges	0.00
6499 · Other Services	20,000.00
Total 6400 · Contracted Services	185,670.00
6500 · Rent and Occupancy	
6510 · Rent	40,800.00
6530 · Maintenance & Repair	0.00
Total 6500 · Rent and Occupancy	40,800.00
6600 · Background Checks	
6610 · Exams	0.00
6620 · Verifacts	0.00
6630 · Vantage Data	60,000.00
Total 6600 · Background Checks	60,000.00
6650 · Investigation Expenses	200.00
6700 · Equipment Rentals	0.00
6800 · Computers & Accessories	
6810 · Software	22,400.00
6820 · Hardware	3,600.00
6830 · Maintenance-E-Mail,Firewall	0.00
6840 · Other - Data Lines, etc.	400.00
Total 6800 · Computers & Accessories	26,400.00
6900 · Suspend	0.00
6999 · Uncategorized Expenses	0.00
Total Expense	1,183,000.00
Net Ordinary Income	0.00
Other Income/Expense	
Other Expense	
7000 · Capital Outlay	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	0.00

Oregon Board of Physical Therapy
Adjusted (Approved) Budget
2017-2019

Jul '17 - Jun 19

Ordinary Income/Expense

Income

4000 · Income

4100 · Physical Therapists

4110 · PT Exam Applications	50,070.00
4115 · PT NPTE Early Release	0.00
4120 · PT Endorsement Applications	118,020.00
4125 · PT Temporary Permits	1,450.00
4130 · PT Renewals	763,549.00
4140 · PT Delinquent Renewals	2,985.00
4150 · PT Duplicate Licenses	2,525.00
4155 · PT Direct Access New/Renewals	0.00
4160 · PT Wall Certificate	0.00
4170 · PT Civil Penalties	5,000.00
4175 · PT Assessments	0.00
4180 · PT List Sales	0.00
4185 · PT Label Sales	0.00
4190 · PT NSF Check Fee	0.00
4195 · PT Other	0.00

Total 4100 · Physical Therapists 943,599.00

4200 · Physical Therapist Assistants

4210 · PTA Exam Applications	16,320.00
4215 · PTA NPTE Early Release	0.00
4220 · PTA Endorse Applications	30,639.00
4225 · PTA Temporary Permits	550.00
4230 · PTA Renewals	128,186.00
4240 · PTA Delinquent Renewals	900.00
4250 · PTA Duplicate Licenses	750.00
4260 · PTA Wall Certificate	0.00
4270 · PTA Civil Penalties	550.00
4275 · PTA Assessments	0.00
4280 · PTA List Sales	0.00
4285 · PTA Label Sales	0.00
4290 · PTA NSF Check Fee	0.00
4295 · PTA Other	0.00

Total 4200 · Physical Therapist Assistants 177,895.00

4300 · PT & PTA Combined

4310 · PT & PTA Lists	0.00
4320 · PT & PTA Labels	0.00
4330 · PTand/or PTA Mailing Diskette	10,000.00
4340 · PTand/or PTA Other	0.00
4300 · PT & PTA Combined - Other	0.00

Oregon Board of Physical Therapy
Adjusted (Approved) Budget
2017-2019

	Jul '17 - Jun 19
Total 4300 · PT & PTA Combined	10,000.00
4400 · PT/PTA License Verification Fee	24,500.00
4500 · Miscellaneous Income	
4510 · Photocopy Charges	192.00
4520 · Labor	0.00
4500 · Miscellaneous Income - Other	1,269.60
Total 4500 · Miscellaneous Income	1,461.60
4900 · Bank Interest Income	0.00
Total 4000 · Income	1,157,455.60
Total Income	1,157,455.60
Gross Profit	1,157,455.60
Expense	
5100 · Payroll Costs	
5132 · FICA (SS + Medicare)	45,846.59
5133 · FICA Administrative Fee	0.00
5134 · Unemployment Taxes	0.00
5110 · Gross Salaries	584,470.33
5130 · Payroll Taxes	0.00
5135 · Unemployment Benefits	0.00
5136 · Mass Transit Tax	4,494.10
5140 · Employee Benefits	
5141 · PERS ER Paid EE Cont	27,519.69
5142 · PERS ER Admin Contribution	93,528.26
5143 · Obligation Bond Debt Repayment	32,992.23
5144 · Workers Compensation	159.92
5146 · PEBB Medical/Dental Insurance	
5146-1 · PEBB Insurance	5,248.81
5146-2 · PEBB Insurance Refund	-5,687.98
5146 · PEBB Medical/Dental Insurance - Other	106,301.58
Total 5146 · PEBB Medical/Dental Insurance	105,862.41
5140 · Employee Benefits - Other	15,257.57
Total 5140 · Employee Benefits	275,320.08
5150 · Employee Training	4,399.99
5160 · Temporary Employees	0.00
5190 · Board Stipends	12,900.00
5199 · Other Payroll Expenses	3,361.46
Total 5100 · Payroll Costs	930,792.55
5155 · 457P - Withholding	0.00
5600 · Travel Costs	
5610 · Instate Travel	
5612 · Lodging	4,436.58
5614 · Airfare/Mileage	6,653.41

Oregon Board of Physical Therapy
Adjusted (Approved) Budget
2017-2019

	Jul '17 - Jun 19
5616 · Meals	1,550.84
5618 · OtherTravel Costs	861.19
Total 5610 · Instate Travel	13,502.02
5620 · Out of State Travel	
5622 · Lodging	3,475.00
5624 · Airfare/Mileage	2,687.84
5626 · Meals	1,045.30
5628 · Other Travel Costs	515.45
Total 5620 · Out of State Travel	7,723.59
Total 5600 · Travel Costs	21,225.61
6100 · General Office Expenses	
6110 · Copier	770.46
6120 · Printing/Copying	891.30
6130 · Fax/Conf Room Phone	500.00
6140 · Office Supplies	3,832.19
6145 · Other	2,056.57
6150 · Board Meeting Expenses	2,029.83
6155 · Parking Validation Stickers	2,128.00
6160 · Dues	500.00
6170 · Business Insurance	0.00
6180 · Telecommunications	9,295.74
6185 · Bank Charges/Fees	3,176.88
6186 · Liability Insurance (Risk Mgmt)	4,481.00
Total 6100 · General Office Expenses	29,661.97
6190 · Dues and Subscriptions	6,220.00
6195 · Depreciation	0.00
6200 · Postage	
6210 · Mail/Mail Room Charges	5,459.33
6220 · Newsletters	0.00
6230 · Stamps/USPSMailings	
6240 · Other	180.28
Total 6200 · Postage	5,639.61
6300 · Publications	
6310 · Newsletters	24.00
6320 · Pamphlets	0.00
6330 · Other	0.00
6300 · Publications - Other	0.00
Total 6300 · Publications	24.00
6400 · Contracted Services	
6405 · Merchant Account Fees	27,541.01
6410 · Investigators	0.00
6420 · Computer Support	7,974.84

Oregon Board of Physical Therapy
Adjusted (Approved) Budget
2017-2019

	Jul '17 - Jun 19
6430 · Attorney General-Legal Counsel	79,156.00
6440 · Audit Charges	13,359.03
6450 · Accountant / CPA	0.00
6460 · Payroll Service Charges	4,250.52
6470 · Payroll Expenses	0.00
6490 · DAS Charges (Miscellaneous)	3,840.09
6495 · EmplDept/HearingOfficerPanel	261.87
6498 · Health Division Charges	0.00
6499 · Other Services	30,194.72
Total 6400 · Contracted Services	166,578.08
6500 · Rent and Occupancy	
6510 · Rent	36,252.10
6530 · Maintenance & Repair	0.00
Total 6500 · Rent and Occupancy	36,252.10
6600 · Background Checks	
6610 · Exams	0.00
6620 · Verifacts	0.00
6630 · Vantage Data	48,618.50
Total 6600 · Background Checks	48,618.50
6650 · Investigation Expenses	0.00
6700 · Equipment Rentals	0.00
6800 · Computers & Accessories	
6810 · Software	7,000.00
6820 · Hardware	1,500.00
6830 · Maintenance-E-Mail,Firewall	1,987.58
6840 · Other - Data Lines, etc.	2,500.00
Total 6800 · Computers & Accessories	12,987.58
6900 · Suspend	0.00
6999 · Uncategorized Expenses	0.00
Total Expense	1,258,000.00
Net Ordinary Income	-100,544.40
Other Income/Expense	
Other Expense	
7000 · Capital Outlay	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	-100,544.40

Oregon Board of Physical Therapy Adopted (Original) Budget vs. Actual Spending

July 2017 through June 2019

Ordinary Income/Expense	Jul '17 - Jun 19	Budget	\$ Over Budget	% of Budget
Income				
4000 · Income				
4100 · Physical Therapists				
4110 · PT Exam Applications	66,120.00	80,000.00	-13,880.00	82.65%
4115 · PT NPTE Early Release	0.00	0.00	0.00	0.0%
4120 · PT Endorsement Applications	127,499.00	188,000.00	-60,501.00	67.82%
4125 · PT Temporary Permits	2,050.00	4,200.00	-2,150.00	48.81%
4130 · PT Renewals	766,179.00	684,400.00	81,779.00	111.95%
4140 · PT Delinquent Renewals	3,335.00	2,400.00	935.00	138.96%
4150 · PT Duplicate Licenses	2,625.00	1,200.00	1,425.00	218.75%
4155 · PT Direct Access New/Renewals	0.00	0.00	0.00	0.0%
4160 · PT Wall Certificate	0.00	0.00	0.00	0.0%
4170 · PT Civil Penalties	5,250.00	6,000.00	-750.00	87.5%
4175 · PT Assessments	0.00	0.00	0.00	0.0%
4180 · PT List Sales	0.00	0.00	0.00	0.0%
4185 · PT Label Sales	0.00	0.00	0.00	0.0%
4190 · PT NSF Check Fee	0.00	0.00	0.00	0.0%
4195 · PT Other	0.00	6,000.00	-6,000.00	0.0%
Total 4100 · Physical Therapists	973,058.00	972,200.00	858.00	100.09%
4200 · Physical Therapist Assistants				
4210 · PTA Exam Applications	20,520.00	24,000.00	-3,480.00	85.5%
4215 · PTA NPTE Early Release	0.00	0.00	0.00	0.0%
4220 · PTA Endorse Applications	32,689.00	25,800.00	6,889.00	126.7%
4225 · PTA Temporary Permits	900.00	1,400.00	-500.00	64.29%
4230 · PTA Renewals	129,021.00	111,700.00	17,321.00	115.51%
4240 · PTA Delinquent Renewals	900.00	600.00	300.00	150.0%
4250 · PTA Duplicate Licenses	875.00	600.00	275.00	145.83%
4260 · PTA Wall Certificate	0.00	0.00	0.00	0.0%
4270 · PTA Civil Penalties	2,050.00	1,800.00	250.00	113.89%
4275 · PTA Assessments	0.00	0.00	0.00	0.0%
4280 · PTA List Sales	0.00	0.00	0.00	0.0%
4285 · PTA Label Sales	0.00	0.00	0.00	0.0%
4290 · PTA NSF Check Fee	0.00	0.00	0.00	0.0%
4295 · PTA Other	0.00	1,500.00	-1,500.00	0.0%
Total 4200 · Physical Therapist Assistants	186,955.00	167,400.00	19,555.00	111.68%
4300 · PT & PTA Combined				
4350 · PT Compact Fees	0.00	0.00	0.00	0.0%
4310 · PT & PTA Lists	0.00	0.00	0.00	0.0%
4320 · PT & PTA Labels	0.00	0.00	0.00	0.0%
4330 · PTand/or PTA Mailing Diskette	11,025.00	17,160.00	-6,135.00	64.25%

	Jul '17 - Jun 19	Budget	\$ Over Budget	% of Budget
4340 · PTand/or PTA Other	0.00	0.00	0.00	0.0%
4300 · PT & PTA Combined - Other	0.00	0.00	0.00	0.0%
Total 4300 · PT & PTA Combined	11,025.00	17,160.00	-6,135.00	64.25%
4400 · PT/PTA License Verification Fee	29,700.00	26,240.00	3,460.00	113.19%
4500 · Miscellaneous Income				
4583 · 83300 IT Services	0.00	0.00	0.00	0.0%
4510 · Photocopy Charges	192.00	0.00	192.00	100.0%
4520 · Labor	0.00	0.00	0.00	0.0%
4500 · Miscellaneous Income - Other	2,828.60	0.00	2,828.60	100.0%
Total 4500 · Miscellaneous Income	3,020.60	0.00	3,020.60	100.0%
4900 · Bank Interest Income	0.00	0.00	0.00	0.0%
Total 4000 · Income	1,203,758.60	1,183,000.00	20,758.60	101.76%
Total Income	1,203,758.60	1,183,000.00	20,758.60	101.76%
Gross Profit	1,203,758.60	1,183,000.00	20,758.60	101.76%
Expense				
5100 · Payroll Costs				
5132 · FICA (SS + Medicare)	45,443.73	36,464.00	8,979.73	124.63%
5133 · FICA Administrative Fee	0.00	30.00	-30.00	0.0%
5134 · Unemployment Taxes	0.00	0.00	0.00	0.0%
5110 · Gross Salaries	590,251.13	476,697.00	113,554.13	123.82%
5130 · Payroll Taxes	0.00	0.00	0.00	0.0%
5135 · Unemployment Benefits	0.00	0.00	0.00	0.0%
5136 · Mass Transit Tax	4,480.37	3,498.00	982.37	128.08%
5140 · Employee Benefits				
5141 · PERS ER Paid EE Cont	30,848.13	25,811.00	5,037.13	119.52%
5142 · PERS ER Admin Contribution	85,294.06	76,744.00	8,550.06	111.14%
5143 · Obligation Bond Debt Repayment	34,575.44	25,811.00	8,764.44	133.96%
5144 · Workers Compensation	158.69	360.00	-201.31	44.08%
5146 · PEBB Medical/Dental Insurance				
5146-1 · PEBB Insurance	5,196.31	0.00	5,196.31	100.0%
5146-2 · PEBB Insurance Refund	-7,288.38	0.00	-7,288.38	100.0%
5146 · PEBB Medical/Dental Insurance - Other	105,166.36	115,265.00	-10,098.64	91.24%
Total 5146 · PEBB Medical/Dental Insurance	103,074.29	115,265.00	-12,190.71	89.42%
5140 · Employee Benefits - Other	15,246.57	200.00	15,046.57	7,623.29%
Total 5140 · Employee Benefits	269,197.18	244,191.00	25,006.18	110.24%
5150 · Employee Training	3,144.99	4,800.00	-1,655.01	65.52%
5160 · Temporary Employees	0.00	0.00	0.00	0.0%
5190 · Board Stipends	11,850.00	13,200.00	-1,350.00	89.77%
5199 · Other Payroll Expenses	2,178.64	2,600.00	-421.36	83.79%
Total 5100 · Payroll Costs	926,546.04	781,480.00	145,066.04	118.56%
5155 · 457P - Withholding	0.00	0.00	0.00	0.0%
5600 · Travel Costs				
5610 · Instate Travel				
5612 · Lodging	3,577.73	4,000.00	-422.27	89.44%

	Jul '17 - Jun 19	Budget	\$ Over Budget	% of Budget
5614 · Airfare/Mileage	5,212.75	8,200.00	-2,987.25	63.57%
5616 · Meals	1,096.93	2,000.00	-903.07	54.85%
5618 · OtherTravel Costs	644.88	0.00	644.88	100.0%
Total 5610 · Instate Travel	10,532.29	14,200.00	-3,667.71	74.17%
5620 · Out of State Travel				
5622 · Lodging	2,675.00	2,400.00	275.00	111.46%
5624 · Airfare/Mileage	2,187.84	3,600.00	-1,412.16	60.77%
5626 · Meals	545.30	1,200.00	-654.70	45.44%
5628 · Other Travel Costs	115.45	0.00	115.45	100.0%
5620 · Out of State Travel - Other	2,500.00			
Total 5620 · Out of State Travel	8,023.59	7,200.00	823.59	111.44%
Total 5600 · Travel Costs	18,555.88	21,400.00	-2,844.12	86.71%
6100 · General Office Expenses				
6110 · Copier	857.18	1,000.00	-142.82	85.72%
6120 · Printing/Copying	791.30	7,200.00	-6,408.70	10.99%
6130 · Fax/Conf Room Phone	0.00	0.00	0.00	0.0%
6140 · Office Supplies	4,578.55	3,900.00	678.55	117.4%
6145 · Other	1,142.38	1,000.00	142.38	114.24%
6150 · Board Meeting Expenses	1,646.76	1,500.00	146.76	109.78%
6155 · Parking Validation Stickers	2,128.00	2,000.00	128.00	106.4%
6160 · Dues	500.00	0.00	500.00	100.0%
6170 · Business Insurance	0.00	0.00	0.00	0.0%
6180 · Telecommunications	9,059.48	9,600.00	-540.52	94.37%
6185 · Bank Charges/Fees	1,511.88	8,000.00	-6,488.12	18.9%
6186 · Liability Insurance (Risk Mgmt)	3,161.00	6,330.00	-3,169.00	49.94%
Total 6100 · General Office Expenses	25,376.53	40,530.00	-15,153.47	62.61%
6190 · Dues and Subscriptions	6,470.00	18,080.00	-11,610.00	35.79%
6195 · Depreciation	0.00	0.00	0.00	0.0%
6200 · Postage				
6210 · Mail/Mail Room Charges	5,085.79	6,000.00	-914.21	84.76%
6220 · Newsletters	0.00	0.00	0.00	0.0%
6230 · Stamps/USPSMailings	0.00	1,800.00	-1,800.00	0.0%
6240 · Other	180.28	0.00	180.28	100.0%
Total 6200 · Postage	5,266.07	7,800.00	-2,533.93	67.51%
6300 · Publications				
6310 · Newsletters	24.00	0.00	24.00	100.0%
6320 · Pamphlets	0.00	0.00	0.00	0.0%
6330 · Other	0.00	640.00	-640.00	0.0%
6300 · Publications - Other	0.00	0.00	0.00	0.0%
Total 6300 · Publications	24.00	640.00	-616.00	3.75%
6400 · Contracted Services				
6405 · Merchant Account Fees	27,523.28	21,200.00	6,323.28	129.83%
6410 · Investigators	0.00	3,000.00	-3,000.00	0.0%
6420 · Computer Support	8,819.43	48,000.00	-39,180.57	18.37%

	Jul '17 - Jun 19	Budget	\$ Over Budget	% of Budget
6430 · Attorney General-Legal Counsel	78,675.50	70,000.00	8,675.50	112.39%
6440 · Audit Charges	13,359.03	10,000.00	3,359.03	133.59%
6450 · Accountant / CPA	0.00	1,000.00	-1,000.00	0.0%
6460 · Payroll Service Charges	4,286.55	4,000.00	286.55	107.16%
6470 · Payroll Expenses	0.00	0.00	0.00	0.0%
6490 · DAS Charges (Miscellaneous)	2,870.09	3,470.00	-599.91	82.71%
6495 · EmplDept/HearingOfficerPanel	261.87	5,000.00	-4,738.13	5.24%
6498 · Health Division Charges	0.00	0.00	0.00	0.0%
6499 · Other Services	25,812.07	20,000.00	5,812.07	129.06%
6400 · Contracted Services - Other	-462.00			
Total 6400 · Contracted Services	161,145.82	185,670.00	-24,524.18	86.79%
6500 · Rent and Occupancy				
6510 · Rent	36,216.00	40,800.00	-4,584.00	88.77%
6530 · Maintenance & Repair	0.00	0.00	0.00	0.0%
6500 · Rent and Occupancy - Other	-208.80			
Total 6500 · Rent and Occupancy	36,007.20	40,800.00	-4,792.80	88.25%
6600 · Background Checks				
6610 · Exams	0.00	0.00	0.00	0.0%
6620 · Verifacts	0.00	0.00	0.00	0.0%
6630 · Vantage Data	782.00	60,000.00	-59,218.00	1.3%
6600 · Background Checks - Other	54,906.00	0.00	54,906.00	100.0%
Total 6600 · Background Checks	55,688.00	60,000.00	-4,312.00	92.81%
6650 · Investigation Expenses	0.00	200.00	-200.00	0.0%
6700 · Equipment Rentals	0.00	0.00	0.00	0.0%
6800 · Computers & Accessories				
6810 · Software	259.97	22,400.00	-22,140.03	1.16%
6820 · Hardware	3,667.57	3,600.00	67.57	101.88%
6830 · Maintenance-E-Mail,Firewall	1,643.85	0.00	1,643.85	100.0%
6840 · Other - Data Lines, etc.	900.00	400.00	500.00	225.0%
Total 6800 · Computers & Accessories	6,471.39	26,400.00	-19,928.61	24.51%
6900 · Suspend	0.00	0.00	0.00	0.0%
6999 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	1,241,550.93	1,183,000.00	58,550.93	104.95%
Net Ordinary Income	-37,792.33	0.00	-37,792.33	100.0%
Other Income/Expense				
Other Expense				
7000 · Capital Outlay	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-37,792.33	0.00	-37,792.33	100.0%

Oregon Board of Physical Therapy 2019-2021 Adopted Budget

July 2019 through June 2021

	Jul '19 - Jun 21
Ordinary Income/Expense	
Income	
4000 · Income	
4100 · Physical Therapists	
4110 · PT Exam Applications	61,440.00
4115 · PT NPTE Early Release	0.00
4120 · PT Endorsement Applications	40,800.00
4125 · PT Temporary Permits	1,200.00
4130 · PT Renewals	761,850.00
4140 · PT Delinquent Renewals	2,400.00
4150 · PT Duplicate Licenses	1,200.00
4155 · PT Direct Access New/Renewals	0.00
4160 · PT Wall Certificate	0.00
4170 · PT Civil Penalties	6,000.00
4175 · PT Assessments	0.00
4180 · PT List Sales	0.00
4185 · PT Label Sales	0.00
4190 · PT NSF Check Fee	0.00
4195 · PT Other	0.00
Total 4100 · Physical Therapists	874,890.00
4200 · Physical Therapist Assistants	
4210 · PTA Exam Applications	18,000.00
4215 · PTA NPTE Early Release	0.00
4220 · PTA Endorse Applications	10,800.00
4225 · PTA Temporary Permits	0.00
4230 · PTA Renewals	127,800.00
4240 · PTA Delinquent Renewals	600.00
4250 · PTA Duplicate Licenses	600.00
4260 · PTA Wall Certificate	0.00
4270 · PTA Civil Penalties	1,800.00
4275 · PTA Assessments	0.00
4280 · PTA List Sales	0.00
4285 · PTA Label Sales	0.00
4290 · PTA NSF Check Fee	0.00
4295 · PTA Other	0.00
Total 4200 · Physical Therapist Assistants	159,600.00
4300 · PT & PTA Combined	
4350 · PT Compact Fees	20,000.00
4310 · PT & PTA Lists	0.00
4320 · PT & PTA Labels	0.00
4330 · PTand/or PTA Mailing Diskette	17,184.00
4340 · PTand/or PTA Other	0.00
4300 · PT & PTA Combined - Other	0.00
Total 4300 · PT & PTA Combined	37,184.00
4400 · PT/PTA License Verification Fee	26,280.00
4500 · Miscellaneous Income	
4583 · 83300 IT Services	121,444.00
4510 · Photocopy Charges	0.00
4520 · Labor	0.00
4500 · Miscellaneous Income - Other	312.00
Total 4500 · Miscellaneous Income	121,756.00
4900 · Bank Interest Income	0.00
Total 4000 · Income	1,219,710.00
Total Income	1,219,710.00
Gross Profit	1,219,710.00
Expense	
5100 · Payroll Costs	
5132 · FICA (SS + Medicare)	51,171.00
5133 · FICA Administrative Fee	30.00

Oregon Board of Physical Therapy 2019-2021 Adopted Budget

July 2019 through June 2021

	Jul '19 - Jun 21
5134 · Unemployment Taxes	0.00
5110 · Gross Salaries	668,893.98
5130 · Payroll Taxes	0.00
5135 · Unemployment Benefits	0.00
5136 · Mass Transit Tax	5,042.00
5140 · Employee Benefits	
5141 · PERS ER Paid EE Cont	0.00
5142 · PERS ER Admin Contribution	132,195.58
5143 · Obligation Bond Debt Repayment	41,472.00
5144 · Workers Compensation	360.00
5146 · PEBB Medical/Dental Insurance	
5146-1 · PEBB Insurance	0.00
5146-2 · PEBB Insurance Refund	0.00
5146 · PEBB Medical/Dental Insurance - ...	175,772.28
Total 5146 · PEBB Medical/Dental Insurance	175,772.28
5140 · Employee Benefits - Other	10,000.00
Total 5140 · Employee Benefits	359,799.86
5150 · Employee Training	20,000.00
5160 · Temporary Employees	0.00
5190 · Board Stipends	16,800.00
5199 · Other Payroll Expenses	4,900.00
Total 5100 · Payroll Costs	1,126,636.84
5155 · 457P - Withholding	0.00
5600 · Travel Costs	
5610 · Instate Travel	
5612 · Lodging	6,000.00
5614 · Airfare/Mileage	8,000.00
5616 · Meals	4,000.04
5618 · OtherTravel Costs	1,000.00
Total 5610 · Instate Travel	19,000.04
5620 · Out of State Travel	
5622 · Lodging	10,000.00
5624 · Airfare/Mileage	9,600.00
5626 · Meals	4,000.00
5628 · Other Travel Costs	0.00
Total 5620 · Out of State Travel	23,600.00
Total 5600 · Travel Costs	42,600.04
6100 · General Office Expenses	
6110 · Copier	1,000.00
6120 · Printing/Copying	5,600.00
6130 · Fax/Conf Room Phone	0.00
6140 · Office Supplies	4,300.00
6145 · Other	7,000.00
6150 · Board Meeting Expenses	2,400.00
6155 · Parking Validation Stickers	3,300.00
6160 · Dues	0.00
6170 · Business Insurance	0.00
6180 · Telecommunications	10,400.00
6185 · Bank Charges/Fees	8,000.00
6186 · Liability Insurance (Risk Mgmt)	13,626.00
Total 6100 · General Office Expenses	55,626.00
6190 · Dues and Subscriptions	20,000.00
6195 · Depreciation	0.00
6200 · Postage	
6210 · Mail/Mail Room Charges	7,000.00
6220 · Newsletters	0.00
6230 · Stamps/USPSMailings	0.00

Oregon Board of Physical Therapy 2019-2021 Adopted Budget

July 2019 through June 2021

	Jul '19 - Jun 21
6240 · Other	0.00
Total 6200 · Postage	7,000.00
6300 · Publications	
6310 · Newsletters	0.00
6320 · Pamphlets	0.00
6330 · Other	0.00
6300 · Publications - Other	640.00
Total 6300 · Publications	640.00
6400 · Contracted Services	
6405 · Merchant Account Fees	38,000.00
6410 · Investigators	3,000.00
6420 · Computer Support	48,000.00
6430 · Attorney General-Legal Counsel	80,000.00
6440 · Audit Charges	13,000.00
6450 · Accountant / CPA	1,000.00
6460 · Payroll Service Charges	6,000.00
6470 · Payroll Expenses	0.00
6490 · DAS Charges (Miscellaneous)	3,470.00
6495 · EmpDept/HearingOfficerPanel	5,000.00
6498 · Health Division Charges	0.00
6499 · Other Services	24,000.00
Total 6400 · Contracted Services	221,470.00
6500 · Rent and Occupancy	
6510 · Rent	40,800.00
6530 · Maintenance & Repair	0.00
6500 · Rent and Occupancy - Other	0.00
Total 6500 · Rent and Occupancy	40,800.00
6600 · Background Checks	
6610 · Exams	0.00
6620 · Verifacts	0.00
6630 · Vantage Data	200.00
6600 · Background Checks - Other	54,000.00
Total 6600 · Background Checks	54,200.00
6650 · Investigation Expenses	200.00
6700 · Equipment Rentals	0.00
6800 · Computers & Accessories	
6810 · Software	41,400.00
6820 · Hardware	4,800.00
6830 · Maintenance-E-Mail,Firewall	0.00
6840 · Other - Data Lines, etc.	800.00
Total 6800 · Computers & Accessories	47,000.00
Total Expense	1,616,172.88
Net Ordinary Income	-396,462.88
Net Income	-396,462.88

**Oregon Board of Physical Therapy
2020 Governor's Report
Beginning and Ending Balances**

Beginning and Ending Balances	2017-2019 Actual/Reported	2019-2021 Projected/Adopted
Beginning Balance	\$998,864*	\$961,072
Net Income/Loss	(\$37,792)	(\$396,463)
Ending Balance	\$961,072	\$564,609 Projected

*The Board modified the way it was tracking accrued liabilities to account for *all* accruals, including full accrued leave payouts, thereby reducing the ending balance available. The ending balance reported previously for 15-17, and thus the beginning balance for 17-19, was \$1,021,480. The difference represents \$22,616,12 in additional accruals.

**Oregon Board of Physical Therapy
Year-End Financial Report
Reporting Period July 2017 - June 2018**

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>Variance</u>
Income/Expense			
Total Income	<u>1,040,479.60</u>	<u>980,700.00</u>	<u>59,779.60</u>
Gross Profit	1,040,479.60	980,700.00	59,779.60
Expense			
5100 · Payroll Costs	498,622.84	396,850.00	101,772.84
5600 · Travel Costs	10,482.52	10,800.00	-317.48
6100 · General Office Expenses	13,888.65	20,215.00	-6,326.35
6190 · Dues and Subscriptions	3,250.00	9,180.00	-5,930.00
6200 · Postage	480.96	6,600.00	-6,119.04
6300 · Publications	0.00	320.00	-320.00
6400 · Contracted Services	75,041.93	107,235.00	-32,193.07
6500 · Rent and Occupancy	18,174.00	20,400.00	-2,226.00
6600 · Background Checks	24,837.00	30,000.00	-5,163.00
6650 · Investigation Expenses	0.00	100.00	-100.00
6800 · Computers & Accessories	1,554.41	23,200.00	-21,645.59
Total Expense	<u>646,332.31</u>	<u>624,900.00</u>	<u>21,432.31</u>
Net Income/Loss	<u>394,147.29</u>	<u>355,800.00</u>	<u>38,347.29</u>

**Oregon Board of Physical Therapy
Year-End Financial Report Narrative
Reporting Period July 2017 – June 2018**

Total Income is over budget by \$59,779.60

The Board’s projected income for the fiscal year 2017 – 2018 was budgeted at \$980,700, which included the 2018 biannual renewals. Actual income booked totaled \$1,040,479.60; this created a positive income variance of \$59,779.60. The income variance is a result of several factors:

Income Classification	Over Budget	Under Budget
Physical Therapist	\$ 41,669	
Physical Therapists Assistants	\$ 16,941	
Other Income	\$ 1,170	

Narrative:

- *Physical Therapists and Physical Therapist Assistant Fees – overall, revenue from licensing and related fees are exceeding budget due to greater than anticipated renewals for both PT and PTAs we believe in part because of the timing of the national PT Compact availability relative to Oregon’s renewal period. New PTA applications are also slightly higher than budgeted, whereas new PT applications are trending below budgeted levels potentially because of the drop off of early exam applicants who had been applying in Oregon but not intending to practice in Oregon as more states have been allowing early exam registration. Other income was over budget predominantly due to an increase in number of license verification requests.*

Total Expenses are over budget by \$21,432.31

5100 Payroll Costs are **\$101,772.84** over budget because of several factors:

Payroll Expense Classification	Over Budget	Under Budget
Salaries	\$68,066.09	
FICA (SS+Medicare)	\$5,938.53	
Mass Transit Tax	\$622.79	
Employee Benefits	\$27,557.87	
Other		(\$237)
Board Stipends	\$450	
Employee Training		(\$610)

Narrative:

- *Salaries - are over budget predominantly as a result of a corrective adjustment to the pay of the former director, who had been at the incorrect salary range for several years, adjustments to annual vacation accruals, payout on retirement of accrued leave to former director, and overlap of new and former director for transition period.*
- *Payroll Taxes and Employee Benefits -are over budget as they are relational to the increases in salary.*

5600 Travel Costs are **(\$317.48)** under budget.

6100 General Office Expenses are **(\$6,326.35)** under budget. The variance here is related to timing of anticipated billings and will resolve in the second half of the biennium.

6190 Dues and Subscriptions are **(\$5,930)** under budget. The variance here is related to timing of anticipated billings and will resolve in the second half of the biennium.

6200 Postage Charges are **(\$6,119.04)** under budget. The variance here is related to delays in billing from DHS for services to date and will resolve in the second half of the biennium.

6300 Publications are **(\$320)** under budget.

6400 Contracted Services are **(\$32,193.07)** under budget overall predominantly because of the delay of the anticipated expenses relating to IT support. Other variance related to delay in billing from DAS or other Agencies and will resolve in second half of the biennium.

6500 Rent and Occupancy Charges are **(\$2,226)** under budget due to timing of billing.

6600 Background Check Fees are **(\$5,163)** under budget due to timing of the billing.

6650 Investigation Expenses are **(\$100)** under budget.

6800 Computer & Accessories are **(\$21,645.59)** under budget due to the delay in implementation of anticipated IT related expenses for hardware and software.

**Oregon Board of Physical Therapy
Year-End Financial Report
Reporting Period July 2018 - June 2019**

	Jul '18 - Jun 19	Budget	Variance
Income/Expense			
Total Income	<u>163,279.00</u>	<u>202,300.00</u>	<u>-39,021.00</u>
Gross Profit	<u>163,279.00</u>	<u>202,300.00</u>	<u>-39,021.00</u>
Expense			
5100 · Payroll Costs	427,923.20	384,630.00	43,293.20
5600 · Travel Costs	8,073.36	10,600.00	-2,526.64
6100 · General Office Expenses	11,487.88	20,315.00	-8,827.12
6190 · Dues and Subscriptions	3,220.00	8,900.00	-5,680.00
6200 · Postage	4,785.11	1,200.00	3,585.11
6300 · Publications	24.00	320.00	-296.00
6400 · Contracted Services	86,103.89	78,435.00	7,668.89
6500 · Rent and Occupancy	17,833.20	20,400.00	-2,566.80
6600 · Background Checks	30,851.00	30,000.00	851.00
6650 · Investigation Expenses	0.00	100.00	-100.00
6800 · Computers & Accessories	<u>4,916.98</u>	<u>3,200.00</u>	<u>1,716.98</u>
Total Expense	<u>595,218.62</u>	<u>558,100.00</u>	<u>37,118.62</u>
Net Income/Loss	<u><u>-431,939.62</u></u>	<u><u>-355,800.00</u></u>	<u><u>-76,139.62</u></u>

**Oregon Board of Physical Therapy
Year-End Financial Report
Reporting Period July 2018 – June 2019**

Total Income is under budget by \$39,021.00

The Board’s projected income for the fiscal year 2018 – 2019 was budgeted at \$202,300.00, Actual income booked totaled \$163,279.00; this created a negative income variance of \$39,021.00. Since the Board is on a biannual renewal, the vast majority of income occurs in the first year of the biennium, and covers expenses through the second year. This is the second year of the 2017-2019 biennium.

The income variance is a result of several factors, as noted below:

Income Classification	Over Budget	Under Budget
Physical Therapist		\$40,811.00
Physical Therapists Assistants	\$2,614.00	
Other Income		\$4,375.00

Narrative:

- *Physical Therapists Fees –PT applications by both examination and endorsement are trending below budgeted levels potentially because of the drop off of early exam applicants who had been applying in Oregon but not intending to practice in Oregon as more states have been allowing early exam registration. Other income was over budget predominantly due to an increase in number of license verification requests.*

Total Expenses are over budget by \$37,118.62

5100 Payroll Costs are **\$43,293.20** over budget because of several factors:

Narrative:

- *Salaries- salary for new director had been budgeted at incorrect salary range; admin position not reduced to part-time/job share as anticipated; additional COLAs not budgeted.*
- *Payroll Taxes and Employee Benefits -are over budget as they are relational to the increases in salary.*

5600 Travel Costs are **(\$2,526.64)** under budget. Costs were managed to offset unanticipated payroll costs.

6100 General Office Expenses are **(\$8,827.12)** under budget. Savings due to reductions in printing, copying and fees, as well as managing costs to offset unanticipated payroll costs.

6190 Dues and Subscriptions are **(\$5,680)** under budget.

6200 Postage Charges are **\$3,585.11** over budget. The variance here is related to delays in billing from DHS for services from the first year of the biennium, which were billed in second half of the biennium, as well as higher than budgeted costs.

6300 Publications are **(\$296)** under budget.

6400 Contracted Services are **\$7,668,89** over budget because of the delay in billings from services from the first year of the biennium.

6500 Rent and Occupancy Charges are **(\$2,566.80)** under budget due to timing of billing.

6600 Background Check Fees are **\$851** over budget due to timing of the billing from the first year of the biennium.

6650 Investigation Expenses are **(\$100)** under budget.

6800 Computer & Accessories are **\$1,716.98** over budget due to purchase of equipment

Oregon Board of Physical Therapy 2019-2021 Biennium Budget Executive Summary

The 2019-2021 Biennium budget is a significant increase over the 2017-2019 Biennium budget, predominantly due to greater than anticipated IT expenses and the addition of a staff position to support IT. The board has sufficient ending balance to support a deficit budget, and the budget should result in the reduction of the Board's ending balance to approximately 10 months, consistent with recommendations for State agencies with biannual renewals. There is no fee increase being proposed for the 2019-2021 Biennium. It should be noted that the Board *may* need to consider raising licensing fees in the 2021-2023 or 2023-2025 biennium. License and application fees have not been raised since 2004, and were actually reduced by 15% in 2015-2017. The background fee, a pass-through fee to Oregon State Police, was increased in 2017, and applicants are required to pay a new fee directly to the exam provider for the new Jurisprudence Assessment Module as of December 2016.

- **Overall income for 2019-2021 is projected up by \$36,709 for a 3% increase over the prior biennium, at \$1,219,709.**
 - While renewals in 17-19 were higher than anticipated based on historical trends, new applications were down overall, even without the anticipated impact of the national PT Compact, which is anticipated to be a factor in 19-21. As a result, we are projecting overall licensing fees to be slightly down overall from the current biennium by 7%, or \$85,020.
 - The Board will receive offset revenue of \$121,443 from the six boards that comprise the HRLB agency for services provided to those entities by the IT position which will be homed at OBPT.

- **Expenses for 2019-2021 are anticipated to be up by \$433,171 for a 37% increase over the initial budget for the prior 2017-2019 biennium, at \$1,604,421.**
 - Delayed by factors outside the control of the Board, the replacement of the Board's total IT infrastructure will occur at the very end of 17-19 and be in full effect for 19-21. While the Board had been expecting to share a greater proportion of IT costs with other agencies, this did not prove to be viable, resulting in significantly higher costs. The Board is also budgeting for an IT audit, per SB 90.
 - The remainder of the increase in expense can be attributed to increases in the costs of services used by the Board, such as Attorney General fees up 20%, as well as increased costs related to employee benefits, medical premiums, PERS administration contributions.
 - While expenses for 2019-2021 are up 37% over the initial budget for 2017-2019, they are only up 28% over the revised 2019-2021 budget. As comparison, the initial budget for 2017-2019 was an increase of 16% over the prior 2015-2017 biennium.

Physical Therapist Licensing Board Profit & Loss Budget Overview

July 2019 through June 2021

	TOTAL		
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '19 - Jun 21
Ordinary Income/Expense			
Income	1,039,080.00	180,630.00	1,219,710.00
Gross Profit	1,039,080.00	180,630.00	1,219,710.00
Expense			
5100 · Payroll Costs	555,321.67	571,315.17	1,126,636.84
5155 · 457P - Withholding	0.00		0.00
5600 · Travel Costs	21,300.00	21,300.04	42,600.04
6100 · General Office Expenses	30,063.00	25,563.00	55,626.00
6190 · Dues and Subscriptions	10,000.00	10,000.00	20,000.00
6195 · Depreciation	0.00		0.00
6200 · Postage	2,000.00	5,000.00	7,000.00
6300 · Publications	320.00	320.00	640.00
6400 · Contracted Services	87,235.00	134,235.00	221,470.00
6500 · Rent and Occupancy	20,400.00	20,400.00	40,800.00
6600 · Background Checks	27,100.00	27,100.00	54,200.00
6650 · Investigation Expenses	100.00	100.00	200.00
6700 · Equipment Rentals	0.00	0.00	0.00
6800 · Computers & Accessori...	23,500.00	23,500.00	47,000.00
Total Expense	777,339.67	838,833.21	1,616,172.88
Net Ordinary Income	261,740.33	-658,203.21	-396,462.88
Net Income	261,740.33	-658,203.21	-396,462.88

Physical Therapist Licensing Board Profit & Loss Budget Overview

July 2019 through June 2021

	Jul '19 - Jun 20	Jul '20 - Jun 21	TOTAL Jul '19 - Jun 21
Ordinary Income/Expense			
Income			
4000 · Income			
4100 · Physical Therapists			
4110 · PT Exam Applications	30,720.00	30,720.00	61,440.00
4115 · PT NPTE Early Release	0.00		0.00
4120 · PT Endorsement Applications	20,400.00	20,400.00	40,800.00
4125 · PT Temporary Permits	600.00	600.00	1,200.00
4130 · PT Renewals	749,850.00	12,000.00	761,850.00
4140 · PT Delinquent Renewals	1,200.00	1,200.00	2,400.00
4150 · PT Duplicate Licenses	600.00	600.00	1,200.00
4155 · PT Direct Access New/Renewals	0.00		0.00
4160 · PT Wall Certificate	0.00		0.00
4170 · PT Civil Penalties	3,000.00	3,000.00	6,000.00
4175 · PT Assessments	0.00		0.00
4180 · PT List Sales	0.00		0.00
4185 · PT Label Sales	0.00		0.00
4190 · PT NSF Check Fee	0.00		0.00
4195 · PT Other	0.00		0.00
Total 4100 · Physical Therapists	806,370.00	68,520.00	874,890.00
4200 · Physical Therapist Assistants			
4210 · PTA Exam Applications	9,000.00	9,000.00	18,000.00
4215 · PTA NPTE Early Release	0.00		0.00
4220 · PTA Endorse Applications	5,400.00	5,400.00	10,800.00
4225 · PTA Temporary Permits	0.00	0.00	0.00
4230 · PTA Renewals	124,200.00	3,600.00	127,800.00
4240 · PTA Delinquent Renewals	300.00	300.00	600.00
4250 · PTA Duplicate Licenses	300.00	300.00	600.00
4260 · PTA Wall Certificate	0.00		0.00
4270 · PTA Civil Penalties	900.00	900.00	1,800.00
4275 · PTA Assessments	0.00		0.00
4280 · PTA List Sales	0.00		0.00
4285 · PTA Label Sales	0.00		0.00
4290 · PTA NSF Check Fee	0.00		0.00
4295 · PTA Other	0.00		0.00
Total 4200 · Physical Therapist Assistants	140,100.00	19,500.00	159,600.00
4300 · PT & PTA Combined			
4350 · PT Compact Fees	10,000.00	10,000.00	20,000.00
4310 · PT & PTA Lists	0.00		0.00
4320 · PT & PTA Labels	0.00		0.00
4330 · PTand/or PTA Mailing Diskette	8,592.00	8,592.00	17,184.00
4340 · PTand/or PTA Other	0.00		0.00
4300 · PT & PTA Combined - Other	0.00		0.00
Total 4300 · PT & PTA Combined	18,592.00	18,592.00	37,184.00
4400 · PT/PTA License Verification Fee	13,140.00	13,140.00	26,280.00
4500 · Miscellaneous Income			
4583 · 83300 IT Services	60,722.00	60,722.00	121,444.00
4510 · Photocopy Charges	0.00		0.00
4520 · Labor	0.00		0.00
4500 · Miscellaneous Income - Other	156.00	156.00	312.00
Total 4500 · Miscellaneous Income	60,878.00	60,878.00	121,756.00
4900 · Bank Interest Income	0.00		0.00
Total 4000 · Income	1,039,080.00	180,630.00	1,219,710.00
Total Income	1,039,080.00	180,630.00	1,219,710.00
Gross Profit	1,039,080.00	180,630.00	1,219,710.00

Physical Therapist Licensing Board Profit & Loss Budget Overview

July 2019 through June 2021

	TOTAL		
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '19 - Jun 21
Expense			
5100 · Payroll Costs			
5132 · FICA (SS + Medicare)	25,193.00	25,978.00	51,171.00
5133 · FICA Administrative Fee	15.00	15.00	30.00
5134 · Unemployment Taxes	0.00		0.00
5110 · Gross Salaries	329,318.81	339,575.17	668,893.98
5130 · Payroll Taxes	0.00		0.00
5135 · Unemployment Benefits	0.00		0.00
5136 · Mass Transit Tax	2,483.00	2,559.00	5,042.00
5140 · Employee Benefits			
5141 · PERS ER Paid EE Cont	0.00	0.00	0.00
5142 · PERS ER Admin Contribution	65,106.58	67,089.00	132,195.58
5143 · Obligation Bond Debt Repayment	20,418.00	21,054.00	41,472.00
5144 · Workers Compensation	180.00	180.00	360.00
5146 · PEBB Medical/Dental Insurance			
5146-1 · PEBB Insurance	0.00		0.00
5146-2 · PEBB Insurance Refund	0.00	0.00	0.00
5146 · PEBB Medical/Dental Insuranc...	86,807.28	88,965.00	175,772.28
Total 5146 · PEBB Medical/Dental Insur...	86,807.28	88,965.00	175,772.28
5140 · Employee Benefits - Other	5,000.00	5,000.00	10,000.00
Total 5140 · Employee Benefits	177,511.86	182,288.00	359,799.86
5150 · Employee Training	10,000.00	10,000.00	20,000.00
5160 · Temporary Employees	0.00		0.00
5190 · Board Stipends	8,400.00	8,400.00	16,800.00
5199 · Other Payroll Expenses	2,400.00	2,500.00	4,900.00
Total 5100 · Payroll Costs	555,321.67	571,315.17	1,126,636.84
5155 · 457P - Withholding	0.00		0.00
5600 · Travel Costs			
5610 · Instate Travel			
5612 · Lodging	3,000.00	3,000.00	6,000.00
5614 · Airfare/Mileage	4,000.00	4,000.00	8,000.00
5616 · Meals	2,000.00	2,000.04	4,000.04
5618 · OtherTravel Costs	500.00	500.00	1,000.00
Total 5610 · Instate Travel	9,500.00	9,500.04	19,000.04
5620 · Out of State Travel			
5622 · Lodging	5,000.00	5,000.00	10,000.00
5624 · Airfare/Mileage	4,800.00	4,800.00	9,600.00
5626 · Meals	2,000.00	2,000.00	4,000.00
5628 · Other Travel Costs	0.00	0.00	0.00
Total 5620 · Out of State Travel	11,800.00	11,800.00	23,600.00
Total 5600 · Travel Costs	21,300.00	21,300.04	42,600.04
6100 · General Office Expenses			
6110 · Copier	500.00	500.00	1,000.00
6120 · Printing/Copying	3,600.00	2,000.00	5,600.00
6130 · Fax/Conf Room Phone	0.00		0.00
6140 · Office Supplies	2,100.00	2,200.00	4,300.00
6145 · Other	5,000.00	2,000.00	7,000.00
6150 · Board Meeting Expenses	1,200.00	1,200.00	2,400.00
6155 · Parking Validation Stickers	1,650.00	1,650.00	3,300.00
6160 · Dues	0.00		0.00
6170 · Business Insurance	0.00		0.00
6180 · Telecommunications	5,200.00	5,200.00	10,400.00
6185 · Bank Charges/Fees	4,000.00	4,000.00	8,000.00
6186 · Liability Insurance (Risk Mgmt)	6,813.00	6,813.00	13,626.00
Total 6100 · General Office Expenses	30,063.00	25,563.00	55,626.00
6190 · Dues and Subscriptions	10,000.00	10,000.00	20,000.00
6195 · Depreciation	0.00		0.00

Physical Therapist Licensing Board Profit & Loss Budget Overview

July 2019 through June 2021

	TOTAL		
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '19 - Jun 21
6200 · Postage			
6210 · Mail/Mail Room Charges	2,000.00	5,000.00	7,000.00
6220 · Newsletters	0.00		0.00
6230 · Stamps/USPS Mailings	0.00		0.00
6240 · Other	0.00	0.00	0.00
Total 6200 · Postage	2,000.00	5,000.00	7,000.00
6300 · Publications			
6310 · Newsletters	0.00		0.00
6320 · Pamphlets	0.00		0.00
6330 · Other	0.00		0.00
6300 · Publications - Other	320.00	320.00	640.00
Total 6300 · Publications	320.00	320.00	640.00
6400 · Contracted Services			
6405 · Merchant Account Fees	6,000.00	32,000.00	38,000.00
6410 · Investigators	1,500.00	1,500.00	3,000.00
6420 · Computer Support	24,000.00	24,000.00	48,000.00
6430 · Attorney General-Legal Counsel	40,000.00	40,000.00	80,000.00
6440 · Audit Charges	8,000.00	5,000.00	13,000.00
6450 · Accountant / CPA	500.00	500.00	1,000.00
6460 · Payroll Service Charges	3,000.00	3,000.00	6,000.00
6470 · Payroll Expenses	0.00		0.00
6490 · DAS Charges (Miscellaneous)	1,735.00	1,735.00	3,470.00
6495 · EmplDept/HearingOfficerPanel	2,500.00	2,500.00	5,000.00
6498 · Health Division Charges	0.00		0.00
6499 · Other Services	0.00	24,000.00	24,000.00
Total 6400 · Contracted Services	87,235.00	134,235.00	221,470.00
6500 · Rent and Occupancy			
6510 · Rent	20,400.00	20,400.00	40,800.00
6530 · Maintenance & Repair	0.00		0.00
6500 · Rent and Occupancy - Other	0.00	0.00	0.00
Total 6500 · Rent and Occupancy	20,400.00	20,400.00	40,800.00
6600 · Background Checks			
6610 · Exams	0.00		0.00
6620 · Verifacts	0.00		0.00
6630 · Vantage Data	100.00	100.00	200.00
6600 · Background Checks - Other	27,000.00	27,000.00	54,000.00
Total 6600 · Background Checks	27,100.00	27,100.00	54,200.00
6650 · Investigation Expenses	100.00	100.00	200.00
6700 · Equipment Rentals	0.00	0.00	0.00
6800 · Computers & Accessories			
6810 · Software	20,700.00	20,700.00	41,400.00
6820 · Hardware	2,400.00	2,400.00	4,800.00
6830 · Maintenance-E-Mail,Firewall	0.00	0.00	0.00
6840 · Other - Data Lines, etc.	400.00	400.00	800.00
Total 6800 · Computers & Accessories	23,500.00	23,500.00	47,000.00
Total Expense	777,339.67	838,833.21	1,616,172.88
Net Ordinary Income	261,740.33	-658,203.21	-396,462.88
Net Income	261,740.33	-658,203.21	-396,462.88

Description of the Public Hearing Process to Establish 2019-2021 Budget

At its March 1, 2019 meeting, the Board discussed and approved its 2019-2021 proposed operating budget in public session.

On March 4, 2019, Notice of Proposed Rule Making Hearing, regarding the Board's proposed 2019-2021 operating budget, was filed with the Administrative Rules Unit, Secretary of States Office for posting in the April 2019 Oregon Bulletin. At that time the Notice was also sent to the President of the Senate, Senator Peter Courtney, the Speaker of the House, Representative Tina Kotek and to all interested parties on the Board's Interested Parties List. The Notice was also provided to all current Licensees. Lastly, the Notice of Hearing, the Fiscal Impact Statement and the proposed text changes to the budget rule were posted on the Board's website for viewing by the public and interested parties. All notices, sent as noted above, referenced the Board's website.

On May 16, 2019, the Board held a public hearing to consider both verbal and written testimony with regards to the proposed rule changes and the adoption of the Board's 2019-2021 operating budget. Upon completion of the hearing, the Board subsequently convened into public session and, upon a motion before the Board, the Board adopted the proposed 2019-2021 operating budget and the corresponding amendments to the administrative rule, effective July 1, 2019.

On May 28, 2019, the Certificate and Order for Filing of a Permanent Administrative Rule for Division 5, Chapter 848 Oregon Administered Rules was filed with the Secretary of State's Administrative Rules Division and submitted to the State Legislative Counsel's office.

Table of Fees and Changes 2015 through 2021

Fee Type	Fee as of 6/30/2015	Fee as of 6/30/2017	Fee as of 6/30/2019	Anticipated Fee as of 6/30/2021
Initial Application Fee	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Compact Privilege Fee *	N/A	N/A	\$ 50.00	\$ 50.00
Online Jurisprudence Exam Fee **	N/A	\$ 48.00	\$ 48.00	\$ 48.00
Early Eligibility Release Fee ***	N/A	\$ 25.00	N/A	N/A
Background Check Online/FBI	\$ 12.00	\$ 42.75	\$ 40.00	\$ 40.00
PT Renewal Application Fee****	\$ 100.00	\$ 170.00	\$ 170.00	\$ 170.00
PTA Renewal Application Fee*****	\$ 65.00	\$ 110.00	\$ 110.00	\$ 110.00
Workforce Survey Fee *****	\$ 5.00	\$ 4.00	\$ 4.00	\$ 4.00
Online Processing Fee *****	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Lapsed License Renewal Fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
PT/PTA Temporary Permit Fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Duplicate License Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Wall Certificate Fee *****	\$ 25.00	N/A	N/A	N/A
Written Verification Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
NSF Check Processing Fee	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Electronic Mailing List	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Photo Copy Administrative and Per Copy Fee	\$25.00 plus .10/copy	\$25.00 plus .10/copy	\$25.00 plus .10/copy	\$25.00 plus .10/copy

* Compact Privilege Fee new starting 2018

** Online Jurisprudence Exam Fee new for 2017

*** Early Exam Eligibility Release Fee discontinued effective 2018

****Board migrated from an annual renewal cycle to a bi-annual renewal cycle and dropped renewal fees by 15%

*****Board migrated from an annual renewal cycle to a bi-annual and dropped fees by 15%; fees shown in 2015 charged 2x BI

***** Although the Board has the authority to charge for these service fees, it is not doing so at this time

***** Although the Board has the authority to charge for these service fees, it is not doing so at this time

***** Issuance of a Wall Certificate is no longer a service offered by the Board

Section 3
Rule Making Activities

**Oregon Board of Physical Therapy
Table of Administrative Rules
Adopted 7/1/17 through 6/30/19**

OAR Number(s)	Description of Change	Public Notification/ Hearing Dates	Board Action Date	SOS Filing Date	LC Filing Date
848-040-0190	Adopt	Notice filed 8/11/17 Hearing 10/6/17	10/06/17	11/28/17	11/28/17
848-040-0125; 848-040-0130; 848-040-0150; 848-040-0155; 848-040-0160; 848-040-0165; 848-040-0170	Amend	Notice filed 8/11/17 Hearing 10/6/17	10/06/17	11/28/17	11/28/17
848-005-0020	Amend	Notice filed 3/30/18 Hearing 5/18/18	05/18/18	05/25/18	05/25/18
848-055-0001	Adopt	Notice filed 3/30/18 Hearing 5/18/18; public comment period extended to 8/3/18	08/03/18	08/16/18	08/16/18
848-001-0005, 848-005-0030, 848-010-0015, 848-010-0020, 848-010-0026, 848-010-0033, 848-010-0035, 848-015-0020, 848-015-0030, 848-020-0050, 848-035-0015, 848-035-0020, 848-035-0030, 848-035-0035, 848-040-0100, 848-040-0110, 848-040-0155, 848-040-0160, 848-045-0010, 848-045-0020	Amend	Notice 5/24/18 Hearing 8/3/18	08/03/18	08/16/18	08/16/18

**Oregon Board of Physical Therapy
Table of Administrative Rules
Adopted 7/1/17 through 6/30/19**

848-055-0001	Amend	11/7/18 Notice 12/21/18 Hearing	03/01/19	03/04/19	03/04/19
848-010-0015	Amend	12/28/18 Notice 2/28/19 Hearing	03/01/19	03/04/19	03/04/19
848-005-0010	Amend	3/4/19 Notice 5/16/19 Hearing	05/16/19	05/28/19	05/28/19
848-005-0010	Amend Temporary	3/22/19 Notice	03/21/19	03/22/19	03/22/19

Section 4
Consumer Protection

Description of Board Actions Promoting Consumer Protection

Core Licensing & Screening Processes

The Board's primary mission and accountability is the protection of the public. The Board accomplishes this mission through credentialing of initial licensees and renewal of active licensees; regulation of the practice and promotion and regulation of continued competency requirements.

During the initial licensure process, the Board makes certain a qualified candidate has graduated from an accredited PT or PTA program, or its equivalent in the case of foreign educated therapists, has taken and passed the national physical therapy licensing examination (NPTE), a measure of entry level knowledge for safe and effective practice, has cleared a national background check and has passed a Board examination that test the applicants current knowledge of the statutes and rules governing the practice of physical therapy in the state of Oregon. If the applicant already holds a license(s) in another jurisdiction, the Board verifies that the license in the other jurisdiction is unencumbered and in good standing.

During the 2016 Legislative Session, the Board had partnered with the Oregon Physical Therapy Association, the Federation of State Boards of Physical Therapy (FSBPT) and the Council of State Governments to design and draft national legislation promoting the implementation of a physical therapist interstate Compact. The Compact allows for a therapist, who meets certain standards and criteria, to practice physical therapy across state lines. The PT Compact language passed through both houses and was signed by the Governor without opposition (Oregon Law 2016 Chapter 13). The Board felt strongly that a Compact privilege promotes public safety by increasing the public's access to care, especially in remote regions of Oregon. It is important to note that Oregon was the first state in the nation to pass the Compact legislation. With that foundational work in the prior biennium, in July of 2018, Oregon was one of the first five states to begin issuing Compact privileges, and Oregon remains one of the top issuing states as of the writing of this report.

Once licensed, the Board then randomly screens for arrests and criminal activity and out of state adverse actions that may have been taken against an Oregon licensee who also holds a license in another jurisdiction. During this biennium, the Board changed its policy on random screening shifting from a 10% random selection each biennium to a 100% rolling screening throughout the biennium. Additionally, through the process and information sharing changes implemented during the biennium, the Board now receives notification from all other Compact states when action is taken against a licensee who also holds an Oregon license as soon as that action is reported.

Rulemaking and Strategic Planning

During the 2017-2019 biennium, in addition to implementing system, procedural and rule changes in support of the Compact, the Board completed a full review of all administrative rules for currency and relevancy. Working with an advisory committee and general

stakeholders, the Board made changes to update practice standards for initial evaluation, reassessment and discharge, clarifying and supporting effective patient care including practice in school settings. The Board also adopted improved rules on the provision of health and wellness services by physical therapists as part of this same effort. Finally, the Board amended the rules relating to exam qualification and application to streamline the testing and application process for applicants.

The Board also initiated a community strategic planning process this biennium, beginning in November 2018, inviting all stakeholders to participate in long-term discussions to inform and support not only the Board's specific strategic plan, but specifically explore means of partnership with other community partners in achieving long term goals. A community planning day was held, and all materials also sent out to stakeholders before and after the event to allow for broader participation in the development of the plan.

Education & Outreach

In addition to the credentialing of initial and renewal licensure applicants, the Board continues to actively represent itself to the physical therapy professional community, professional organizations and the professional academia and provides the opportunity and accessible channels for the consumer to easily contact the Board.

In Oregon, there are two accredited physical therapy (PT) programs and two accredited physical therapy assistant (PTA) programs. The PT programs are at Pacific University and George Fox University and the PTA programs are at Mount Hood Community College and Lane Community College.

Annually, the Board staff presents to the incoming class and the graduating class at each school. In the fall of each year, the Board's Clinical Advisor presents a defined program, usually as part of an ethics class, to the first year students. The program is designed to make the students aware of the Board's mission to protect the public, and to instill in the students a professional awareness and accountability of patient rights, safety and wellbeing. This presentation takes place prior to the students entering into their first supervised clinical experience.

In the spring of each year, Board staff presents a defined program to the graduating class of each school. This program is designed to make students aware of the Board's ongoing accountability of public protection. It details the statutory requirements of licensees as mandatory reporters, and summarizes the consumer complaint and investigative process. Lastly, staff reviews the process and procedure for obtaining and maintaining licensure in the state of Oregon.

Following the presentation the students are keenly aware that licensure is a privilege more than a right.

The Board makes similar presentations to local physical therapy professional groups. The Oregon Physical Therapy Association (OPTA) holds a semi-annual conference, to which the Board is usually invited to speak. Generally the Board will present current topics and

issues with regards to pending or new statute and rule updates or revisions. Also covered are issues regarding trends in patient safety or concerns. This biennium, the Executive Director of the Board was invited to participate at the OPTA strategic planning meeting in 2018. The Board and the OPTA partnered on educational materials to be published on the OPTA website differentiating the role of a regulatory body and a professional association, highlighting the role and function of the Oregon Board, and the important role each practitioner plays in public protection.

The Board Website is kept current. Published and available, to the public, are the process, policy, procedure and forms necessary to note a concern or file a complaint to the Board. Most recently, the complaint forms have been updated and made more consumer friendly. A link to the Board's website and complaint process can be found on Egov.com and on the Federation of State Boards of Physical Therapy's national consumer protection website.

The Board website also has an on-line verification section where the public can search for a therapist by name or work location. A user can also access any therapist's current licensure information. On the site, the Board has made publicly available all of its final actions taken against an Oregon licensee. If a therapist has been sanctioned by this Board, a note... "Notice of disciplinary action"...is posted on the site with an easy link to the actual document.

While kept up to date, the Board's website was older in design and not fully accessible. During the biennium, the Board developed a new website, however the new site itself was not launched until after the end of the biennium, so as to be combined with the implementation of a new licensing and information portal system launching in the 19-21 biennium.

The Board published a PDF newsletter, which was also available on the Board Website. The Newsletter is sent to the Board's Interested Parties list and to all current licensees of the Board. The Newsletter prints current topics of interest including notice of proposed and current changes to Rules and other pertinent information. Based on stakeholder feedback, the Board shifted away from a PDF newsletter published periodically to a combination of web postings and email communications of relevant topics—news briefs—on a rolling basis in order to increase frequency and currency of information sharing.

Section 5

Licensing Activities and Disciplinary Actions

Oregon Board of Physical Therapy

Section 5	June 2009	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change	June 2019	% Change
(a) The number of license applications;	8404	8854	5%	10271	16%	11023	7%	6,787	-38%	6978	3%
Physical Therapist (PT)	6520	6973	7%	7492	7%	8569	14%	5337	-38%	5526	4%
Physical Therapist Assistant (PTA)	1884	1881	0%	2779	48%	2454	-12%	1450	-41%	1452	0%
(b) The number of licenses issued; (total)	8569	8873	4%	9380	6%	10577	13%	6525	-38%	6765	4%
Physical Therapist	6624	6970	5%	7354	6%	8259	12%	5111	-38%	5372	5%
Physical Therapist Assistant	1945	1903	-2%	2026	6%	2318	14%	1414	-39%	1393	-1%
(c) The number of examinations conducted	284	282	-1%	386	37%	440	14%	495	13%	456	-8%
Physical Therapist	210	221	5%	250	13%	318	27%	389	22%	348	-11%
Physical Therapist Assistant	74	61	-18%	136	123%	122	-10%	106	-13%	108	2%
(d) The average time between initial application for and issuance of licenses;	15 days	15 days		15 days		15 days		15 days		15 days	
(d)(1) Average time to issue license once completed application is received	1 day	1 day		1 day		1 day		1 day		1 day	
(e) The number and types of complaints received about persons holding licenses; (total)	91	74	-19%	83	12%	87	0.05%	58	-33%	56	-3%
(f) The number and types of investigations conducted;	80	101	26%	91	-10%	92	1%	58	-37%	71	22%
Alleged inadequate care or treatment	40	16		23		9		17		13	
Discipline or investigation by another state or OR licensing board	4	13		2		4		3		3	
Arrest and/or criminal convictions	3	14		28		20		7		4	
Billing fraud/Documentation (and Other) 2019	13	18		7		17		10		10	
Boundary issues with patients (or Ethics) 2019	9	17		18		9		10		18	
Practicing without a valid license	15	8		5		8		5		5	
Continuing Education Compliance	14	15		8		25		6		3	
(g) The number and types of resolutions of complaints;	51	101	98%	97	-4%	81	-16%	53	-35%	71	34%
Inadequate Care or Treatment - 3,7,8,15	28	9		16		7		5		3	
Boundary /Ethics - 6,14	6	14		13		7		3		7	
Arrest and/or criminal convictions - 2,10	6	14		24		12		2		1	
Discipline or investigation by another state - 5	1	13		4		1		0		2	
Practicing without a valid license - 11,12,13	0	8		8		5		3		4	
Documentation/Billing/Other - 1,9	10	16		4		4		1		5	
Continuing Education Compliance - 4	14	15		7		19		6		3	
Closed cases/no violation	25	30		21		26		33		46	
(h) The number and type of sanctions imposed; (total)	95	89	-6%	88	-1%	125	42%	61	-51%	71	16%
Revocation (or Denial) 2019	0	1		2		0		0		1	
Suspension	5	0		2		0		3		2	
Probation (or Restriction/Supervision) 2019	4	3		3		3		1		4	
Surrender	3	3		1		3		2		2	
Reprimand	0	0		0		0		1		0	
Civil penalty	21	23		16		21		17		11	
Non-Punitive Remediation (Stipulations)	10	12		13		38		5		18	
Advisory letters	27	29		30		29		10		14	
Closed cases/no violation	25	30		21		26		22		32	
Pending some action	0	0		0		0		0		0	
Open cases	11	6		15		10		18		10	
(i) The number of days between beginning an investigation and reaching a resolution.	Average 4.0 months	Average 4.5 months		Average 3.8 months		Average 3.8 months		Average 6.9 months		Average 11.9 months	

Description of Consumer Complaint Process and Disciplinary Actions Taken by the Board

The Oregon Board of Physical Therapy licenses physical therapists (PT) and physical therapist assistants (PTA) and is responsible for the regulation of physical therapy practice in Oregon. The Board's primary accountability is public safety relative to the practice of physical therapy in Oregon. In fulfilling this responsibility, the Board credentials candidates for initial licensure and investigates complaints filed against physical therapists and physical therapist assistants concerning inadequate or incompetent treatment, licensee misconduct or any other violation of the laws and rules governing the practice of physical therapy in Oregon.

The Board's investigative process, complaint forms and investigator contact information are available on-line at the Board's website www.oregon.gov/pt. Citizens contacting the Board to file a complaint are encouraged to complete a formal complaint form and file it with the Board.

When the Board receives a complaint, Board staff reviews the complaint for validity and to ascertain whether the alleged charges are within the Board's jurisdictional authority. Once determined the Board does have jurisdictional authority, and that the complaint, if substantiated, would be a violation of Board Statute or Rule, Board staff conducts a confidential investigation. This investigation includes a request for and review of the physical therapy record and other appropriate patient records; conducting interviews with the complainant, the therapist and witnesses if applicable; and a review of any other records or documents relative to the complaint. Depending on the nature of the complaint, such an investigation may take from several weeks to several months or longer to complete. A comprehensive report of the completed investigation is drafted by the Board's Investigator and presented to the Board in closed Executive Session. Pursuant to ORS 676.165, the report will include the findings of fact from the investigation along with the investigators insight into the facts. The Board then deliberates on the investigative content and determines whether the physical therapist or physical therapist assistant, who is the subject of the complaint, has violated the Statute and/or Administrative Rules applicable to the practice of physical therapy.

It is important to note that the Board's investigator is a physical therapist and maintains current professional credentials and license with the Board. The Board's Investigator also acts as a Clinical Advisor to all licensees and answers practice questions from both licensees and the public. In addition to being a licensed physical therapist, the Board's Investigator is certified as having completed both the national investigator/inspector basic and specialized training programs as sponsored by the Council of Law Enforcement and Regulation (CLEAR) and regularly attends the annual CLEAR conference. The Board Executive Director is also certified by CLEAR at the basic and specialized levels.

If the Board determines from the investigation that a violation has occurred, the Board may initiate a disciplinary proceeding that can result in the therapist being sanctioned. Sanctions available to the Board include reprimand, probation, payment of a monetary civil penalty, license restrictions, license suspension, license revocation or the issuance of a Board Confidential Advisory Letter. The advisory letter allows the Board to educate

and inform regarding compliance requirements and future expectations in cases where disciplinary action is not warranted.

A disciplinary proceeding is begun when the Board issues a Notice of Proposed Disciplinary Action. The licensee is entitled to a hearing to contest the Board's allegations of misconduct. If a hearing is requested, an Administrative Law Judge hears the testimony of the witnesses, considers the evidence and prepares a proposed order for the Board's consideration. Upon receipt of the proposed order, the Board deliberates and issues the Final Order. The case may also be resolved without a hearing through an agreement between the Board and the therapist resulting in a Stipulation and Final Order.

If the Board determines from the investigation that no violation has occurred, the Board will close the case. In all cases the Board notifies the complainant of the outcome of the case.

The Board is prohibited by law from disclosing, to the public, whether it has received a complaint or is currently investigating a particular therapist per ORS 676. The Board can not publicly disclose the name of the person filing a complaint and cannot publicly disclose any information gathered during the course of an investigation. The Board is required to disclose, to the public, any Notice of Proposed Disciplinary Action that initiates the disciplinary proceeding, an Emergency License Suspension Order, if one is issued in the case, and the Final Order, whether stipulated or not, that concludes the case.

Complaints, Compliance and Resolution:

Other than Board initiated complaints, (i.e. working without a valid license or violations of continuing competency requirements), the Board has no direct control over the number of complaints it receives in any one period of time. Previous to this reporting period, the Board had been seeing small increases in the number of complaints filed with the Board period over period, with a sharp decline (-33%) between 2013-2015 and 2015-2017. For 2017-2019, the total number of complaints has been essentially flat, with a -3% decline. While the Board has no direct control over this number, the Board has been taking actions that we believe have contributed to the overall reduction in complaints. Over the past three biennia, the Board has increased its public outreach and education programs in its professional schools and in local professional forums. These program and forum presentations include review of changes to Board statute and rule, the complaint and investigative process, common violations seen by the Board and how to avoid the same or similar violations and Board resources available to the licensee and the public when practice questions or concerns arise.

The number of investigations and resolutions this biennium have increased 22%. This is due to a significant focus on completion of the case backlog carried forward from past biennia. Many of these cases were complex in nature, and many were dependent on actions by other parties before the Board could complete its investigation. Because of the focus on the case backlog, and the complexity of many of the cases, the average days from initial complaint until closure of the case (resolution) has risen sharply to 11.9 months. It is important to note that this average is being skewed up because of the backlog. For complaints received and closed within the 2017-2019 biennium, the

average was 4.27 months, an improvement over the 2015-2017 biennium and more in line with historical numbers.

Licensure and License Applications:

The total number of applications received and licenses issued has held fairly flat since the last biennium and the decline experienced previously as a result of the Board migrating from an annual renewal period to a biannual renewal period in 2016, decreasing the number of physical renewal applications and licenses issued by approximately 5,000. The impact of the Compact is not yet known, and won't be fully realized until the next renewal period in March 2020.

The number of examinations administered saw an -8% decline overall, driven mostly by a decline in physical therapist exam applicants. This decline reflects the fact that there is less of an advantage for applicants registering for the Oregon exam who do not otherwise intend to practice in Oregon. In the past, since Oregon was an early exam state (meaning, applicants could sit for the exam prior to graduation), applicants would apply in order to sit for the exam but then never complete the Oregon application process. While this does translate to a reduction in revenue, it also reduces related workload, and better represents the number of Oregon exam applicants.

Agency's Data Collection Process

Data Element	Source
Number of License Applications	Includes both initial applications and renewal applications broken down by PTs and PTAs. The number is calculated by taking the general ledger income account totals for the biennium from Quickbooks and dividing that total figure by the individual cost for the application and renewal fee for the same timeframe. This number may be skewed slightly by the income received from reinstatement of lapsed licenses.
Number of Licenses Issued	Includes both initial and renewal licenses broken down by PTs and PTAs. Accepting and processing an application does not mean that a license will necessarily be issued. This number is a combination of sources. The initial licenses issued count is taken from a database ad hoc report that gives the total number of PTs and PTAs licensed with an initial licensure date within the reporting parameters of 7.1.17 through 6.30.19. The renewal licenses issued count is taken from database history count as of 04.01 following renewal. This count equals the actual number of renewal licenses issued.
Number of Examinations Conducted	The Board does not conduct its own examination but once credentialed, the Board does release an applicant's eligibility to sit for the national examination. This number is taken from an actual count of examination applications taken from the Packets Received Log.
The Average Time Between Application and Issuance of Licenses	(d)This is a best estimate based on experience in processing. There are many factors contributing to this number. Most if not all the factors can be attributed to an incomplete application with receipt of final documents pending an applicant's action step. The Board is working on automating this calculation by adding an "Application Received Date" to its database list of elements. (d)(1) This is a practice policy. Procedurally the Board issues a license the same day the application packet is complete or the exam score is received unless the issuance of the license is requested to be held by the applicant in order to start work on a specific date.
Compliance Data Number and types of investigation conducted Number and types of resolutions and complaints Number and types of sanctions imposed	All of the compliance data is taken from the Board's Case Tracking Report maintained by the Board's Clinical Advisor/Investigator. Each case is tracked from the initial complaint to the final outcome. This is an excel worksheet. New this reporting period, the Case Tracking Report has been reformatted and modified to auto calculate the number of cases opened, cases closed and

	<p>the aging of the cases. Also modified was the calculation for the number and types of complaints. Still hand calculated is the number and types of sanctions imposed however, the Board is looking at further means to automate this report for future reporting periods.</p>
<p>Number of Days Between Beginning an Investigation and Reaching a Resolution</p>	<p>This calculation too is taken from the Case Tracking Report and is now auto calculated as part of the report as opposed to being hand calculated as done in previous reports.</p>

Section 6

Other Board Activities

Other Board Activities

During the 2017-2019 biennium the Oregon Board of Physical Therapy achieved its primary accountability of public protection through the thorough and complete credentialing of initial licensees and the on-going oversight, monitoring and regulation of current licensee relative to the Oregon Physical Therapist statutes and administrative rules.

Amongst its other duties, weekly the Board staff fields an average of 500 calls and email inquiries and requests from healthcare consumers, candidates for licensure and licensees. Most calls and emails get an immediate initial response. If not immediate, all calls and emails have a targeted initial response time of 24 hours (unless otherwise noted in an out of office message). During the 2017-2019 biennium, the Board staff received several written commendations regarding its provision of service. The Board did not receive any performance complaints during the same time period.

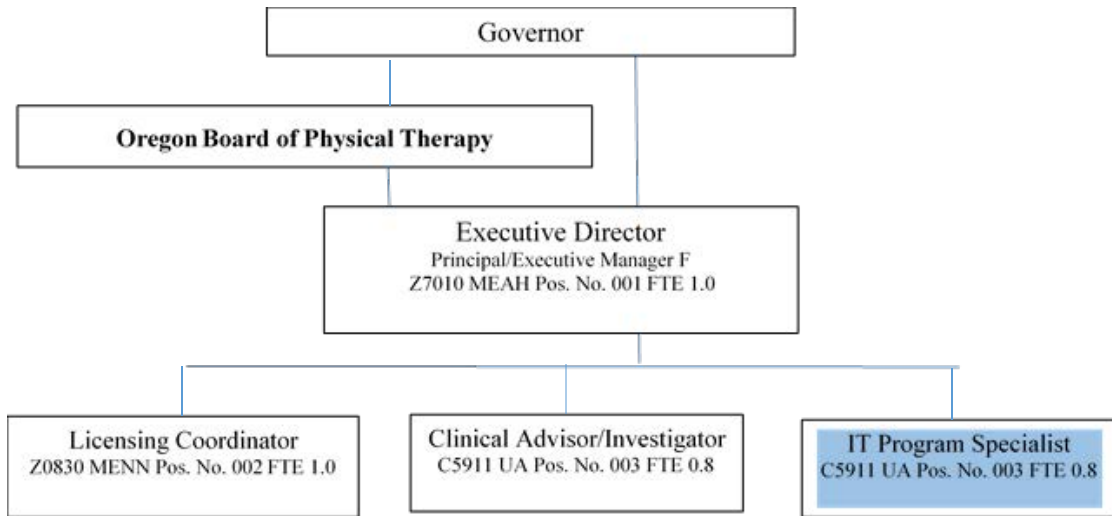
Again this biennium, the Federation of State Boards of Physical Therapy (FSBPT) administered a national survey completed by all applicants who sit for the national physical therapy examination (NPTE). At the end of the examination all examinees are required to complete the survey. For Oregon, that represented 495 examination applicants. The question asks “How satisfied were you with the processing of your application by the state in which you applied for licensure?” Oregon’s satisfaction rating was consistently higher than the national average, maintaining ratings between the mid 90 percentile and 100.

It is notable that through the application of best practices and strategic innovation the Board has been able to maintain its current staffing level at 2.8 FTE for the past 17 years, even though the number of licensees serviced has increased by 66% since 2005. A couple of recent strategic innovations included moving to on-line renewals and changing the renewal cycle from annually to biannually.

During the reporting period, the Board’s Executive Director and Clinical Advisor continue involvement with the FSBPT. The FSBPT’s primary mission is to partner with State licensing authorities striving to protect the public by providing service and leadership that promotes safe and competent physical therapy practice. The FSBPT maintains the national physical therapist examination (NPTE) required for licensure for all physical therapists and physical therapist assistants wishing to practice in the United States. Additionally, the FSBPT’s Ethics and Legislative Committee maintains the national Model Practice Act which most jurisdictions have adopted as their practice act. During the reporting period, the Executive Director was appointed to and served on a task force to develop a board best practice assessment tool. The Clinical Advisor served on the education committee. Involvement with the FSBPT is one the performance accountabilities for the Executive Director position. The Director’s work with the FSBPT was done with full disclosure to the Governor’s office and approval of the Oregon PT Board. All the Director’s travel and activities were funded by the FSBPT and achieved without the use of the Oregon Board’s resource of time and dollars.

The Oregon Board members have also increased their involvement with the FSBPT. This biennium all new Oregon Board members have completed the FSBPT new Board member training. This is a three day intensive training for new board members and new administrators. The training is hosted and sponsored by the FSBPT. All expenses, travel, hotel and meals are paid for by the FSBPT. Topics include - Regulatory law, terminology, board powers, responsibilities and roles, the regulation of physical therapy, delegation of authority, immunity – and a familiarization with FSBPT services. The Oregon Board’s intent is to have all new Board members attend this training within their first year of service. When applicable and if space is available, members of staff are also encouraged to attend the training. In addition to the board training, several of the Oregon Board members have volunteered to serve on Committees of the FSBPT. One of the Board’s current public members continues to serve as the Oregon delegate and the current Chair of the PT Compact Commission.

Organizational Staffing



After fifteen years of service, the Executive Director retired in December of 2017. The new Director was hired, and the prior Director retained on contract for a period of time to support smooth transition of operations.

No other staffing changes occurred during the reporting period, however, a new IT position was added effective July 1, 2019 and is included in the 19-21 budget. While this position is homed and budgeted within the Board’s budget, the position is shared with six other boards, making the Board’s share of the position approximately .2 FTE.

Agency Name: Oregon Board of Physical Therapy

Biennia	Positions	FTE	Board Meetings	# Of Licensees as of 6/30	Board Stipend	Director Salary \$/Month on 6/30 close of biennium
2011-2013	3	2.80	13	4,733	\$150/day *** \$75<Half Day	\$8,613
2013-2015	3	2.80	17	5,236	\$150/day*** \$75<Half Day	\$8,917
2015-2017	3	2.80	15	6,202	\$150/day*** \$75<Half Day	\$9,369
2017-2019	3	2.80	20	6,978	\$150/day*** \$75<Half Day	\$9,992*
2019-2021 Estimated	4	3.6****	18	6,200	\$150/day*** \$75<Half Day	\$11,020**

* 2017-2019 Includes 6.95% salary increase to cover change to employees paying 6% PERS pick-up.
 **This amount is the maximum the Director would be eligible for by the end of 2021 and is the top step of the scale
 ***For Board meetings or other business of longer than 4 hours.
 ****Approximately .6 of this FTE supports six other health licensing boards leaving Board specific FTE at 3.0.

NAME OF BOARD - Oregon Board of Physical Therapy

As Completed by the Board 7/22/2019 for 17-19 BI

Best Practices Criteria	Yes	No
1. Executive Director's performance expectations are current.	X	
2. Executive Director receives annual performance feedback.	X	
3. The agency's mission and high-level goals are current and applicable.	X	
4. The Board reviews performance metrics.	X	
5. The Board is appropriately involved in review of agency's key communications.	X	
6. The Board is appropriately involved in policy-making activities.	X	
7. The Agency's budget aligns with mission and goals.	X	
8. The Board reviews all proposed budgets.	X	
9. The Board periodically reviews key financial information and audit findings.	X	
10. The Board is appropriately accounting for resources.	X	
11. The Agency adheres to accounting rules and other relevant financial controls.	X	
12. Board members act in accordance with their roles as public representatives.	X	
13. The Board coordinates with others where responsibilities and interests overlap.	X	
14. The Board members identify and attend appropriate training sessions.	X	
15. The Board reviews its management practices to ensure best practices are utilized.	X	
Total	15	0
Percentage of Total	100.00%	0.00%

END OF REPORT